

TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's
Proposed Budget



2018-2019

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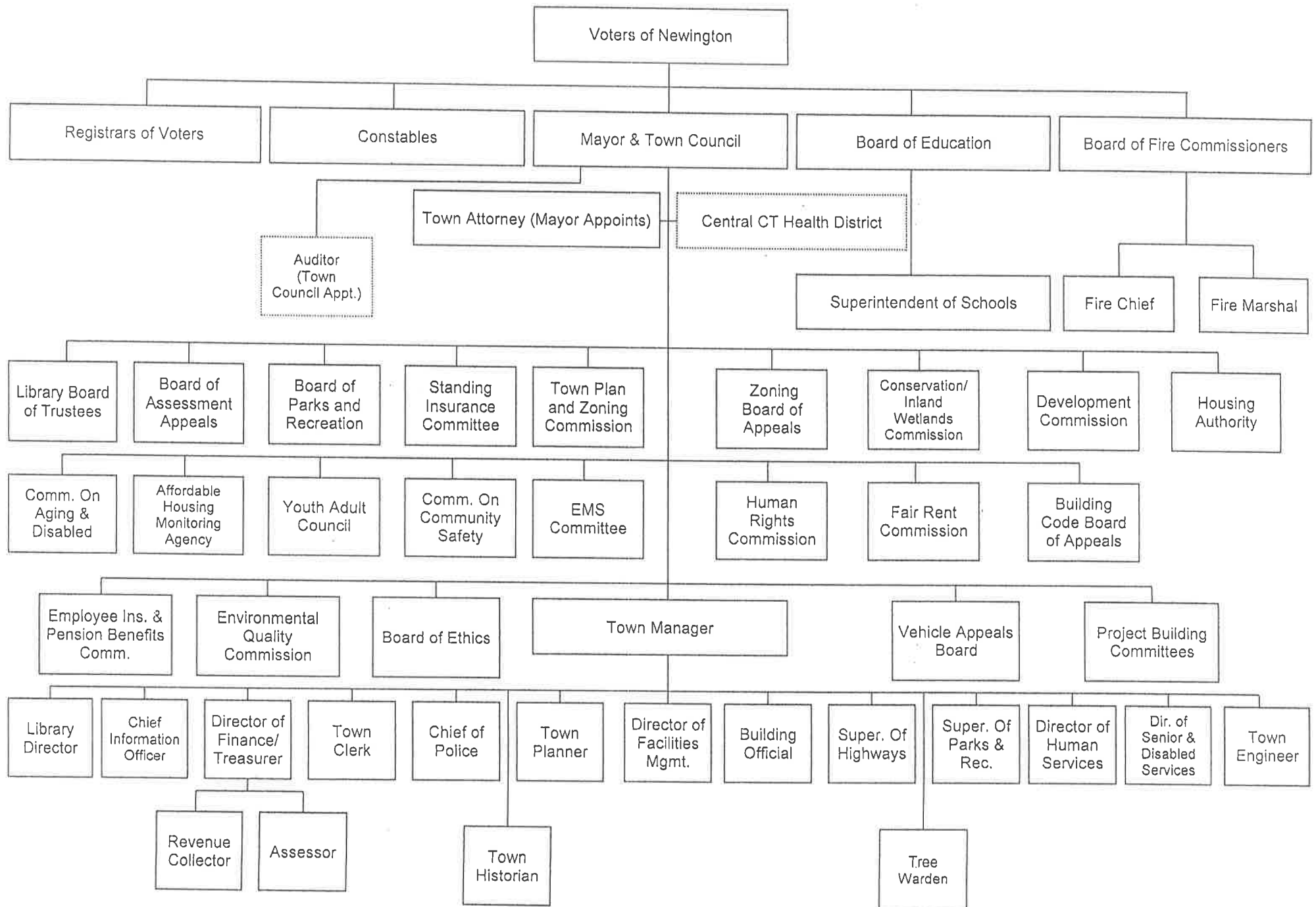
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Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

February 28, 2018

Dear Mayor Zartarian and Members of the Newington Town Council:

On behalf of the Town of Newington, I am pleased to present the Town Manager's proposed Fiscal Year 2018-2019 budget for General Government Operations and the Board of Education. The goal is always to maintain our current levels of services to our residents while keeping the level of appropriations at a minimum. To this end, I commend each department for submitting a budget that reflected nearly a 0% increase. Despite our hard work, this was a very difficult year made even more challenging because of the many drivers that impacted the budget--such as the State of Connecticut's budget deficit causing drastic cuts in municipal aid, and limited growth of taxable real estate.

As presented, the budget totals \$120,685,049 - an increase of \$4,826,087 or 4.2% greater than FY2017-2018. The major drivers for the \$4,826,087 increase are due to rising health care cost, reduction in state aid, and contractual wages.

	FY 2017-18	FY 2018-19	\$ Change	% Change
Total Town Budget	\$115,858,962	\$120,685,049	\$4,826,087	4.2%

The MDC assessment for this year includes a budget increase of 11.1% (or \$433,750). While we are hopeful that Hartford continues to meet its obligation to MDC, again this year, there is no provision in my proposed budget to cover Newington's additional assessment should Hartford fail to make their payments.

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As we consider the amount of Municipal Aid for the FY 2018-19 budget as presented by Governor Malloy, it appears at first glance there is only a slight decrease. But when you compare the State Aid in the FY 2017-18 adopted budget to the anticipated amount of revenue expected to be received from the State in FY 2018-19, there is a reduction of over \$3 million. The chart below illustrates these comparisons and the loss in revenue from the State that spans both fiscal years.

Revenue Source	2017-2018 Council Adopted	2017-2018 Estimated	2018-2019 Governor Proposed	Change from Adopted budget
TOTAL MUNICIPAL AID	17,392,261	14,830,462	14,284,680	(3,107,581)

The FY2018-19 budget that I am recommending does include all of the Governor's Proposed FY 2018-19 Municipal Aid Estimates. My proposed budget considers the actual grants received from the State in FY 2017-18 as a baseline for what we expect to receive in FY 2018-19.

Revenues

The revenues to finance the proposed FY 2018-19 budget come from the following sources:

Type	\$	%
Property Tax	101,933,785	84.5
Non-Tax Revenue	17,751,264	14.7
General Fund Balance	1,000,000	.8
TOTAL	120,685,049	100.0

The largest source of revenues is generated by the property tax. Included in non-tax revenues are State of Connecticut grants, principally PILOT (Payment In Lieu Of Taxes) and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. The Town of Newington relies very heavily on the property tax for the bulk of its revenues.

When the Grand List or municipal aid does not increase, the only new revenue that can be used to balance the budget is a tax increase. To minimize the tax increase, I have asked, and received, a budget from department heads that reflects no increases. Unfortunately, we are faced with contractual increases, a rise in health care cost, replacing grants to the elderly that have previously been covered by the State, and license renewals.

General Government

	FY 2017-18	FY 2018-19	\$ Change	% Change
General Government	\$35,286,641	\$36,698,107	\$1,411,466	4.0%

Limiting the increase in General Government operations to 4.0% was a very mindful and thoughtful process again this year—in large part achieved through the cooperation of the department heads. There were no new initiatives added to this budget.

All department heads were extremely committed to retaining their staff and avoiding any layoffs. Staffing changes include 1) a change from part time to full time in the recreation department, (the increase in salary of approximately \$2,000 and the benefits will be charged to the Recreation Enterprise Fund); and, 2) a part time maintenance worker added to the cemeteries (the cost of this position will be subsidized through the Cemetery Fund). Information Technology & Systems software maintenance increased mainly due to contract renewals that occur on a multi-year basis for firewalls, servers and the network. An increase was also included to cover the Elderly Circuit Breaker program that had been administered by the State in the amount of \$279,000. There are two positive improvements: 1) Facility management was reduced \$14,723 due to limited improvements being done at Town Hall; and, 2) Cost of retirement contribution decreased by \$38,962 because of the market returns we achieved during 2017.

We have maintained the decreases achieved in the last budget while upholding our continued commitment to maintaining quality services. I anticipate achieving this goal again this year. However, further reductions could affect personnel which would definitely affect the delivery of service and the quality of life for our Newington residents.

Board of Education

As submitted, the Board of Education budget reflected a 4.57% increase in appropriations over last year. I suggested a reduction of \$404,553 to achieve a 4.0% increase. This \$404,553 cut does not fully address the \$1.4 million cut in the ECS Grant funding from the State. The Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2017-18	FY 2017-18	\$ Change	% Change
Board of Education	\$70,389,647	\$73,205,233	\$2,815,586	4.0%

Metropolitan District Commission

The Town of Newington is a member of a regional authority that provides water and waste water (sewer) service to the Town of Newington and seven other municipalities. The MDC funding for FY2017-18 was \$3,915,150. FY2018-19 will see a rate increase of \$433,750 or 11.1%.

Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is decreasing as a result of no additional bonding and the payoff of one of the outstanding bonds during the current fiscal year. The Town's current outstanding debt of about \$4.2 million puts us in good standing with a credit rating of AA+. The bond issuance of \$28.8 million over the next three years for the Town Hall/Community Center Project will slightly alter the Town's position of having some of the lowest debt ratios in the State.

Capital Improvement Program (CIP)

Some of the most vital assets of a community are its public facilities and infrastructure. In order to best serve the needs of the community and its taxpayers these assets must be maintained appropriately. The CIP is a mechanism through which important initiatives may be undertaken without the Town having to issue bonds.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. Since its inception, the Town has earmarked an annual contribution of \$6.3 million to be used for capital purchases and debt payments. This year we continue to use the \$6.3 million benchmark as we transition to an updated approach earmarking 5.8% of the budget in FY 2019-2020. I am proposing that the Town contribute \$6,153,828 for Pay-As-You-Go projects. This amount coupled with our debt service payment of \$788,081 and other financing sources of \$600,000 will generate a total CIP contribution of \$6.340 million.

Capital Improvement Program Adopted for Fiscal Year 2018-2019

PROJECT TITLE	\$	PROJECT TITLE	\$
General Property Improvements	85,000	Park, Pool & Playfield Improvements	75,000
Information Technology Reserve	435,600	Snow Removal/Roadside Mowing Equipment	225,000
Townwide Fiber Optic Deployment	500,000	Town Parks ADA Compliant Paths	25,000
Town Hall/Community Center Technology Costs	800,000	Mill Pond Soccer Field Irrigation	75,000
Town Buildings Mechanical Reserve	50,000	Clem Lemire Skate Park Renovation	89,000
Town Buildings Sidewalk Replacement & Repairs	25,000	Road Resurfacing/Reconstruction	900,000
Highway Garage ADA Compliance Front Entryway	80,000	MS4 Compliance/Stormwater Management Plan	30,000
Highway Garage Fire and Security Alarm Update	29,000	Traffic Signal Repair & Replacement Reserve	25,000
Highway Garage Building Upgrades & Repairs	120,000	Landfill Conversion to Transfer Station	200,000
Environmental Remediation	800,000	Equipment Replacement Reserve	520,000
Radio Replacement Reserve	40,000	Lease Purchase Payments	267,400
Fire Dept Personal Protective Equip Replacement	68,000	Total Town Share	5,640,000
Fire Dept Co 1 - Energy Efficient A/C Replacement	45,000		
Fire Dept Thermal Imager Camera Replacement	26,000	Appr. To Public School CIP Reserve	125,000
Fire Dept Co. 1 - Energy Efficient Radiant Heat System	40,000	School Bus Replacement Program	200,000
Synthetic Turf Replacement Reserve	25,000	School Technology Reserve	188,828
2030 Plan of Conservation & Development	40,000	Total Board of Education Share	513,828
GRAND TOTAL			6,153,828

Grand List

The October 1, 2017 Grant List totals \$2, 624,408,027 representing an increase of 0.53% from the 2016 Grand List (subject to the Board of Assessment Appeals review). It should be noted that the Net Grand List (the Grand List less the estimated value for legal corrections and exemptions) is used to calculate the mill rate. This value increased by 10.0% when compared to the 2016 Net Grand List after adjustments.

The 2017 net real estate Grand List increased from \$2,249,194,470 to \$2,253,662,350—an increase of \$4,467,880 or 0.20%. This increase is attributable to several new real estate buildings being constructed including a children's daycare facility and 22 new condominiums in the Harvest Court subdivision. Personal Property increased from \$138,650,243 to \$145,795,972 – an increase of \$7,145,729 or 5.15%, and Motor Vehicle increased from \$222,756,646 to \$224,949,705 – an increase of \$2,193,059 or .98%. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2016 and the 2017 Grand Lists is as follows:

Category	2016	2017	% Change	\$ Change
Real Estate	2,249,194,470	2,253,662,350	.20	4,467,880
Personal Property	138,650,243	145,795,972	5.15	7,145,729
Motor Vehicle	222,756,646	224,949,705	.98	2,193,059
Total	2,610,601,359	2,624,408,027	.53	13,806,668

Manufacturing Equipment Exemption	2016	2017	% Change	\$ Change
Gross Personal Property	221,486,573	240,896,722	8.76	19,410,149
Equipment Exemption & Other	82,836,330	95,100,750	14.80	12,264,420
Net Personal Property	138,650,243	145,795,972	5.15	7,145,729

This list reflects the gross assessment for the properties. Some accounts receive manufacturing exemptions which reduce the actual tax paid.

TOWN OF NEWINGTON TOP TAX PAYERS - 2017 GRAND LIST

<u>2016</u>	<u>Taxpayer</u>	<u>Gross Assessment</u>	<u>% of GL</u>	<u>Exemption</u>	<u>Net Grand List</u>
1	CONNECTICUT LIGHT & POWER CO	\$45,742,220	1.7%	\$0	\$45,742,220
2	GKN AEROSPACE NEWINGTON LLC	\$21,711,620	1.0%	\$18,745,550	\$2,966,070
3	IREIT NEWINGTON FAIR LLC	\$21,509,790	0.8%	\$0	\$21,509,790
4	NEWINGTON VF L L C	\$20,300,000	0.8%	\$0	\$20,300,000
5	MANDELL PROPERTIES LLC	\$19,504,790	0.7%	\$11,604,020	\$7,900,770
6	NEWINGTON GROSS LLC	\$19,462,690	0.7%	\$0	\$19,462,690
7	TLG NEWINGTON LLC	\$18,315,500	0.7%	\$0	\$18,315,500
8	BRIXMOR GA TURNPIKE PLAZA LLC	\$17,850,000	0.7%	\$0	\$17,850,000
9	HAYES KAUFMAN NEWINGTON	\$13,724,370	0.5%	\$0	\$13,724,370
10	SCELZA/LANDMARKCAMBRIDGE/BALDWIN APTS	\$13,012,130	0.5%	\$0	\$13,012,130
11	RENO PROPERTIES	\$11,890,470	0.4%	\$1,970,160	\$9,920,310
12	LOWES HOME CENTERS INC #623	\$11,064,260	0.4%	\$0	\$11,064,260
13	TARGE CORPORATION T 1802	\$10,671,520	0.4%	\$0	\$10,671,520
14	SAPUTO DAIRY FOODS USA	\$10,278,100	0.4%	\$9,639,830	\$638,270
15	UNITED TECHNOLOGIES CORPORATION	\$10,253,020	0.4%	\$0	\$10,253,020
16	FURNITURE EXECUTIVES NO 4 L P	\$9,860,810	0.4%	\$0	\$9,860,810
17	BRE SELECT HOTELS PROPERTIES LLC	\$9,214,270	0.3%	\$0	\$9,214,270
18	SHELBOURNE NEWINGTON LLC	\$8,834,780	0.3%	\$0	\$8,834,780
19	BALF/TILCON	\$8,783,320	0.3%	\$2,415,260	\$6,368,060
20	COHEN FAMILY PROPERTIES	\$6,885,380	0.3%	\$0	\$6,885,380
21	CONNECTICUT NATURAL GAS	\$6,873,490	0.3%	\$0	\$6,873,490
22	BERLIN NEWINGTON ASSOCIATES LLC	\$6,650,000	0.2%	\$0	\$6,650,000
23	GRISWOLD HILLS OF NEWINGTON LTD PRTSHP	\$6,492,400	0.2%	\$0	\$6,492,400
24	FENNWOODE DEVELOPMENT LLC	<u>\$6,339,660</u>	<u>0.2%</u>	<u>\$0</u>	<u>\$6,339,660</u>
		\$335,224,590	12.8%	\$44,374,820	\$290,849,770

Motor Vehicles

With the passage of Public Act 17-2 by the General Assembly, beginning with the October 1, 2017 Grand List, all motor vehicles in the State of Connecticut shall be taxed at a mill rate not higher than 45.00 mills. Newington will be below this amount and will therefore not need to tax at a different rate than our other taxable property.

Undesignated, Unreserved Fund Balance

The FY 2018-19 budget applies \$1,000,000 from the General Fund balance which is a decrease from last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2018 of approximately \$12.6 million, or approximately 10.4% of the FY 2018-19 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$12.1 million, is set aside as a minimum cushion. This does not leave any funds to balance future budgets.

Mill Rate

Effective with the October 1, 2017 taxable Grand List, the proposed mill rate for fiscal year 2018-19 is 39.54 mills, an increase of 2.95 mills or 8.1%. This increase is higher than last year which is in large part attributable to the reduction of State reimbursements.

Conclusion

I extend my heartfelt gratitude to Finance Director, Janet Murphy, Deputy Finance Director, Lisa Rydecki, and Jane Kallinich for their tireless work (and unending patience) in producing this complicated document. I look forward to working with the Town Council to complete a budget that is effective, fiscally responsible and in the best interest of the taxpayers of Newington. Recognizing that taxpayer's resources (both residential and commercial) are limited, the impact of any proposed increase in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tanya D. Lane". The signature is fluid and cursive, with the first name "Tanya" being more prominent.

Tanya D. Lane
Town Manager

MAJOR ASSUMPTIONS

1. Projected heating fuel, motor fuel and utility costs:

Energy costs are budgeted by using a percentage decrease or increase from the revised 2017-18 amount expected to be spent by June 30th.

	FY 2018-2019	
Postage	\$0.50	Per first class letter; \$0.01 increase from 2018 rate
Telephone	0.0%	No change from 2018
Electricity	0.0%	No change from 2018
Water	\$3.14	Per ccf; \$0.37 increase over 2018 rate
Special Sewer Service	\$3.80	Per ccf; \$0.30 increase over 2018 rate
Natural Gas	0.0%	No change from 2018
Heating Fuel Oil	0.0%	No change from 2018
Unleaded Gasoline	22.4%	Increase from 2018 rate; \$1.65 to \$2.02
Diesel Fuel	11.9%	Increase from 2018 rate; \$1.85 to \$2.07
Transportation	0.545	Per mile; \$.01 increase from 2018 rate

2. The actual negotiated increases for the AFSCME Local 2930 employees are included in the departmental budgets for FY 2018-19.
3. Administrative salaries, part-time wages and IBPO Local 443 wages included in the departmental budgets are based on FY 2016-17 rates. Potential increases for FY 2017-18 and FY 2018-19 are included in the Town Council Contingency account (10962).

EXPLANATION OF THE CALCULATION OF THE MILL RATE

The following explains how the mill rate is calculated using figures presented on the adjacent page.

The total budget appropriation for FY 2018-19 is \$120,685,049 which represents the estimated expenditures for FY 2018-19. It includes expenditures to provide the following municipal services as authorized in the Town's charter: public safety (police, fire and emergency medical services), library, parks and recreation, solid waste services, street construction and maintenance, health and human services, community development, education, public improvements, and general administrative services. The budget includes operating and capital expenditures. These appropriations will be financed by four sources of revenues:

Non-tax Revenues	\$17,751,264
Appropriated Fund Balance	\$1,000,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$101,933,785

Included in Non-tax Revenues are State of Connecticut grants, principally PILOT and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. Non-tax revenues in FY 2018-19 total \$17,751,264 which reflects a decrease of \$3.3 million from the adopted FY 2017-18 levels. State Aid estimates for FY 2018-19 are based on Governor Malloy's 2018-19 proposed budget as submitted to the General Assembly in February 2018.

The FY 2018-19 budget applies \$1,000,000 from the General Fund balance, a decrease of \$1,000,000 from FY 2017-18. This will leave an estimated, projected unassigned fund balance as of June 30, 2018 of approximately \$13.6 million, or approximately 11.3% of the FY 2018-19 expenditure budget which is the acceptable level as set forth by the credit industry standards.

The last category, Tax Revenues, or the "Amount To Be Raised by Current Taxes," is calculated on a residual basis; that is, whatever appropriations are not financed through Non-tax Revenues, Motor Vehicles Taxes or Appropriated Fund Balance are financed by the Amount To Be Raised by Current Taxes. The calculation of the mill rate takes into account the Amount To Be Raised by Current Taxes and the following:

October 1, 2017 Net Grand List (less the Motor Vehicle component)	\$2,624,408,027
Estimated Legal Tax Deductions and Exemptions	\$10,000,000
Estimated Tax Collection Rate	98.6%

The Net Grand List is subject to the review of the Board of Assessment Appeals and represents the taxable property in the Town on October 1, 2017 which includes real estate, and personal properties and subtracts exemption values for State-mandated exemption programs for the elderly, local exemptions for veterans, legal deductions by the court and estimated corrections by the Assessor's office. The State of Connecticut reimburses the Town for the revenues lost from some exemption programs. The Estimated Tax Collection Rate of 98.6% takes into account the actual amount of taxes estimated to be received during the year they are levied.

Taking the Net Grand List (before review by the Board of Assessment Appeals), subtracting the Estimated Legal Deductions & Exemptions, and multiplying the resulting figure by the Tax Collection Rate of 98.6% yields an amount of \$2,577,806,315, the "Net Adjusted Collectible Grand List." This figure is then divided into the "Amount To Be Raised by Current Taxes" the quotient of which is then multiplied by 1,000. The result of this calculation is a Mill Rate for the FY 2018-19 of 39.54 (tax levy per \$1,000 of assessed value) or an increase of 2.95, up 8.1% from FY 2017-18 levels.

2016-2017 REVISED BUDGET	2017-2018 REVISED BUDGET	TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY	2018-2019	\$	PERCENT
			MANAGER PROPOSED	CHANGE FROM PREVIOUS BUDGET	CHANGE FROM PREVIOUS BUDGET
		BUDGET APPROPRIATIONS:			
34,608,768	35,286,641	Town Government Operations	36,698,107	1,411,466	4.0%
70,185,928	70,389,647	Board of Education Operations	73,205,233	2,815,586	4.0%
3,658,550	3,915,150	Metropolitan District Comm. Payment	4,348,900	433,750	11.1%
494,546	478,370	Debt Service - Town's Share (1)	476,660	-1,710	-0.4%
697,085	672,211	Debt Service - Education's Share (1)	309,421	-362,790	-54.0%
3,735,500	3,500,949	Capital Improvements & Equip. Res. - Town's Share (2)	4,240,000	739,051	21.1%
2,143,205	1,523,094	Capital Improvements - Education's Share (2)	1,313,828	-209,266	-13.7%
69,700	69,700	Empl. Leave Liability Res. Fund (3)	69,700	0	0.0%
<u>23,200</u>	<u>23,200</u>	Empl. Leave Liability Res. Fund - Education's Share (3)	<u>23,200</u>	0	0.0%
115,616,482	115,858,962	TOTAL APPROPRIATIONS - TOWN AND BOARD	120,685,049	4,826,087	4.2%
		LESS:			
23,044,420	21,037,561	Estimated Revenues from Non-Tax Sources	17,751,264	-3,286,297	-15.6%
6,954,906	7,028,418	Estimated Revenues from Motor Vehicle Tax	0	-7,028,418	-100.0%
		LESS:			
2,500,000	2,000,000	General Fund Balance Applied	1,000,000	-1,000,000	-50.0%
83,117,156	85,792,983	AMOUNT TO BE RAISED BY CURRENT TAXES	101,933,785	16,140,802	18.8%
2,608,593,873	2,610,601,359	NET GRAND LIST	2,624,408,027	13,806,668	0.5%
220,426,790	222,756,646	LESS: Motor Vehicle	0	-222,756,646	-100.0%
30,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	0	0.0%
2,358,167,083	2,377,844,713	NET ADJUSTED GRAND LIST	2,614,408,027	236,563,314	10.0%
2,325,152,744	2,344,554,887	NET ADJUSTED COLLECTIBLE GRAND LIST	2,577,806,315	233,251,428	10.0%
		(\$ VALUE OF ONE MILL = \$2,344,555)			
35.75	36.59	MILL RATE	39.54	2.95	8.1%

(1)Total Debt Service appears on page 8 of Gen. Govt. operations summary

(2)Total CIP appears on page 8 of Gen. Govt. operations summary

(3)Total ELLR appears on page 8 of Gen. Govt. operations summary

APPROPRIATIONS

TOWN APPROPRIATIONS SUMMARIES

EXPLANATION OF THE APPROPRIATION PAGES

The following is a definition of each of the columns on the appropriations pages:

2016-2017 Actual:	These figures are the actual funds spent during FY 2016-2017.
2017-2018 Original Budget:	These figures equal the original budget adopted for FY 2017-2018.
2017-2018 Revised Budget:	These figures equal the original budget adopted for FY 2017-2018, plus all interdepartmental and intradepartmental transfers.
2018-2019 Department Request:	These figures represent the departments' requests for FY 2018-2019 based on criteria set forth by the Town Manager.
2018-2019 Manager Proposed:	These figures equal the Department Request amounts with any adjustments made by the Town Manager.
Change from Previous Budget:	These figures compare the FY 2017-2018 Revised Budget column to the FY 2018-2019 Manager Proposed column.

FUNCTION	ACTIVITY	PROGRAM
Town Government Operations	Summary	

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget	BUDGET APPROPRIATIONS	2018-2019 Manager Proposed	Change from revised budget		% of Total Change
			Object Summary		\$	%	
15,852,648	16,046,623	16,054,018	100 Personal Services	16,308,633	254,615	1.59%	18.04%
15,631,722	17,192,065	17,183,607	200 Contractual Services	18,340,338	1,156,731	6.73%	81.95%
1,266,989	1,452,306	1,451,535	300 Materials and Supplies	1,477,243	25,708	1.77%	1.82%
538,025	413,147	414,981	400 Capital Outlay	389,393	-25,588	-6.17%	-1.81%
180,900	182,500	182,500	500 Transfers to Other Funds	182,500	0	0.00%	0.00%
33,470,284	35,286,641	35,286,641	TOTAL	36,698,107	1,411,466	4.00%	100.00%
4,677,101	4,938,219	4,938,219	100 General Government	5,406,439	468,220	9.48%	33.17%
8,374,070	8,500,649	8,500,649	200 Public Safety	8,544,217	43,568	0.51%	3.09%
4,699,811	4,978,602	4,978,602	300 Public Works	5,114,679	136,077	2.73%	9.64%
542,495	545,282	545,282	400 Community Planning & Development	543,704	-1,578	-0.29%	-0.11%
161,096	176,780	176,780	500 Public Health	185,579	8,799	4.98%	0.62%
1,014,091	1,018,986	1,018,986	600 Community Services	1,027,504	8,518	0.84%	0.60%
1,706,365	1,753,155	1,753,155	700 Public Library	1,772,571	19,416	1.11%	1.38%
1,576,846	1,691,271	1,691,271	800 Parks & Recreation	1,757,676	66,405	3.93%	4.70%
10,718,409	11,683,697	11,683,697	900 Insurance-Miscellaneous	12,345,738	662,041	5.67%	46.90%
33,470,284	35,286,641	35,286,641	TOTAL	36,698,107	1,411,466	4.00%	100.00%

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget	BUDGET APPROPRIATIONS	2018-2019 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			0100 General Government				
49,172	52,608	52,608	0110 Town Council	52,543	-65	-0.12%	0.00%
439,161	436,206	436,206	0120 Town Manager	449,594	13,388	3.07%	0.28%
38,986	39,992	39,992	0130 Courts	39,992	0	0.00%	0.00%
124,183	116,863	116,863	0140 Elections	149,969	33,106	28.33%	0.69%
1,243,105	1,230,917	1,230,917	0150 Finance	1,523,266	292,349	23.75%	6.06%
202,620	156,025	156,025	0160 Town Attorney	156,025	0	0.00%	0.00%
160,705	177,000	177,000	0170 Town Clerk	183,527	6,527	3.69%	0.14%
57,976	41,808	41,808	0180 Personnel	41,808	0	0.00%	0.00%
2,361,193	2,686,800	2,686,800	0190 General Services	2,809,715	122,915	4.57%	2.55%
4,677,101	4,938,219	4,938,219	TOTAL	5,406,439	468,220	9.48%	9.70%
			0200 Public Safety				
7,105,100	7,160,285	7,160,285	0210 Police Department	7,239,153	78,868	1.10%	1.63%
845,658	896,764	896,764	0230 Fire Department	859,464	-37,300	-4.16%	-0.77%
315,000	330,000	330,000	0250 Street Lighting	330,000	0	0.00%	0.00%
62	4,050	4,050	0260 Emergency Management	4,050	0	0.00%	0.00%
31,000	32,000	32,000	0270 Emergency Medical Services	34,000	2,000	6.25%	0.04%
77,250	77,550	77,550	0280 Hydrants	77,550	0	0.00%	0.00%
8,374,070	8,500,649	8,500,649	TOTAL	8,544,217	43,568	0.51%	0.90%
			0300 Public Works				
298,347	317,113	317,113	0310 Engineering	314,894	-2,219	-0.70%	-0.05%
2,493,178	2,578,527	2,578,527	0320 Highway Department	2,675,790	97,263	3.77%	2.02%
1,908,286	2,082,962	2,082,962	0350 Solid Waste Services	2,123,995	41,033	1.97%	0.85%
4,699,811	4,978,602	4,978,602	TOTAL	5,114,679	136,077	2.73%	2.82%
			0400 Community Planning & Development				
217,935	216,771	216,771	0420 Planning and Development	220,074	3,303	1.52%	0.07%
15,556	17,557	17,557	0430 Town Plan and Zoning	17,242	-315	-1.79%	-0.01%
2,350	2,388	2,388	0440 Zoning Board of Appeals	2,703	315	13.19%	0.01%
208,962	209,233	209,233	0450 Building Department	203,301	-5,932	-2.84%	-0.12%
4,285	5,088	5,088	0460 Conservation Commission	5,174	86	1.69%	0.00%
93,407	94,245	94,245	0470 Economic Development	95,210	965	1.02%	0.02%
542,495	545,282	545,282	TOTAL	543,704	-1,578	-0.29%	-0.03%

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget	BUDGET APPROPRIATIONS	2018-2019 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			0500 Public Health				
161,096	176,780	176,780	0510 Health Services	185,579	8,799	4.98%	0.18%
161,096	176,780	176,780	TOTAL	185,579	8,799	4.98%	0.18%
			0600 Community Services				
465,106	458,489	458,489	0610 Human Services	443,843	-14,646	-3.19%	-0.30%
540,381	551,229	551,229	0640 Senior and Disabled Center	574,362	23,133	4.20%	0.48%
8,604	9,268	9,268	0670 Boards and Commissions	9,299	31	0.33%	0.00%
1,014,091	1,018,986	1,018,986	TOTAL	1,027,504	8,518	0.84%	0.18%
			0700 Public Library				
1,706,303	1,753,125	1,753,125	0710 Library Operations	1,772,541	19,416	1.11%	0.40%
62	30	30	0730 Hubbard Book Fund	30	0	0.00%	0.00%
1,706,365	1,753,155	1,753,155	TOTAL	1,772,571	19,416	1.11%	0.40%
			0800 Parks & Recreation				
321,060	310,599	310,599	0810 Parks & Recreation Administr.	318,066	7,467	2.40%	0.15%
1,255,786	1,380,672	1,380,672	0830 Grounds Maintenance	1,439,610	58,938	4.27%	1.22%
1,576,846	1,691,271	1,691,271	TOTAL	1,757,676	66,405	3.93%	1.38%
			0900 Insurance - Miscellaneous				
963,918	985,586	985,586	0910 Municipal Insurance	1,012,939	27,353	2.78%	0.57%
2,930	2,930	2,930	0930 Greater Htfd. Transit District	2,930	0	0.00%	0.00%
9,680,283	10,013,524	10,013,524	0940 Employee Benefits	10,665,019	651,495	6.51%	13.50%
25,000	25,000	25,000	0950 Special Community Activities	15,000	-10,000	-40.00%	-0.21%
46,278	656,657	656,657	0960 Contingency	649,850	-6,807	-1.04%	-0.14%
10,718,409	11,683,697	11,683,697	TOTAL	12,345,738	662,041	5.67%	13.72%

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget	BUDGET APPROPRIATIONS	2018-2019 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			1000 Debt Service				
156,631	125,581	125,581	1010 Interest Expense	91,081	-34,500	-27.47%	-0.71%
1,035,000	1,025,000	1,025,000	1020 Principal Payments	695,000	-330,000	-32.20%	-6.84%
1,191,631	1,150,581	1,150,581	TOTAL	786,081	-364,500	-31.68%	-7.55%
			1050 Metropolitan District				
3,654,273	3,915,150	3,915,150	1051 MDC Assessment	4,348,900	433,750	11.08%	8.99%
3,654,273	3,915,150	3,915,150	TOTAL	4,348,900	433,750	11.08%	8.99%
			1100 Capital Improvements				
5,527,305	4,298,643	4,298,643	1100 Capital Improvements Program	4,766,428	467,785	10.88%	9.69%
5,527,305	4,298,643	4,298,643	TOTAL	4,766,428	467,785	10.88%	9.69%
			2000 Equipment Reserve				
629,400	725,400	725,400	2500 Equipment Reserve CIP	787,400	62,000	8.55%	1.28%
629,400	725,400	725,400	TOTAL	787,400	62,000	8.55%	1.28%
			3000 Employee Leave Liability				
23,200	23,200	23,200	3100 ELLF-Board of Education	23,200	0	0.00%	0.00%
69,700	69,700	69,700	3200 ELLF-Town Operations	69,700	0	0.00%	0.00%
92,900	92,900	92,900	TOTAL	92,900	0	0.00%	0.00%
			4000 Board of Education				
70,608,660	70,389,647	70,389,647	4000 Board of Education	73,205,233	2,815,586	4.00%	58.34%
70,608,660	70,389,647	70,389,647	TOTAL	73,205,233	2,815,586	4.00%	58.34%
115,174,453	115,858,962	115,858,962	GRAND TOTALS	120,685,049	4,826,087	4.17%	100.00%

GENERAL FUND REVENUES

EXPLANATION OF GENERAL FUND REVENUES

5000 Taxes

The current levy and Motor Vehicles for FY 2018-19 is based on the Net Grand List (prior to the Board of Assessment Appeals review) of all taxable real estate and personal property located in the Town as of October 1, 2017. The amount to be raised by taxes of \$101,933,785 is equal to budget appropriations for Town Government and Board of Education operations less estimated receipts from non-tax sources and appropriated fund balance. The mill rate (taxes per \$1000 of assessed value) is then calculated using the October 1, 2017 Net Grand List of \$2,624,408,027, less the estimated legal exemptions and deductions of \$10,000,000, and an estimated tax collection rate of 98.6%. The mill rate for FY 2018-19 is 39.54, an increase of 2.95 mills from the FY 2017-18 mill rate of 36.59, or 8.1%. The calculation of the mill rate is presented on page 1 and explained on page ix.

Supplemental motor vehicle taxes are based on vehicles expected to be registered in Newington during the interim period of October 2, 2017 to August 1, 2018; i.e., after the Grand List of October 1, 2017 is set. This account is up \$413,212 due to the increase of the state motor vehicle mill rate cap to 40 mills for the 2018-19 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2018 Grand List and included in the current levy for the next fiscal year. Prorated real estate taxes are paid on new construction receiving a Certificate of Occupancy after October 1, 2017. It is estimated \$50,000 will be received from this source in FY 2018-19. As with prorated motor vehicles, these properties will be fully reflected in the October 1, 2018 Grand List.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to remain the same as FY 2017-18 estimates. Interest payments and liens collected are related to the amount of prior year taxes collected. The related interest rate is charged on outstanding balances at 18% per year in accordance with State Statutes. Revenue from these sources is expected to increase slightly based on historical trend.

5100 Payments in Lieu of Taxes (PILOTs)

PILOTs are designed to partially replace tax revenues that were once received or would have been received if the property were taxable. Examples of State-administered PILOTs include general hospitals in Newington, State property in Newington, tax exemptions for low-income elderly and disabled residents and for new regulation of the mill rate tax cap on motor vehicles.

The reimbursement for State-owned real property is declared by Statute to be 45% of the 2015 Grand List exempt value of the real estate. The private hospital reimbursement PILOT is calculated at a rate of 77% of the annual property tax loss. However, statutory language provides for a proportional reduction of that rate based on available funds in the annual State budget. For FY2017-18, the amount of aid we received was cut from \$477,113 to \$13,472. Also, the amount expected for tax exempt colleges & hospitals for 2017-18 was cut from the budgeted \$1,627,558 to \$896,361

Overall the Town expects to receive the same amount of revenue, \$909,833, in FY2018-19 for these two pilots based on Governor Malloy's proposed FY 2018-19 budget. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$33,458 under this category.

2016-2017 Actual	2017-2018 Council Adopted	2017-2018 Estimated	Revenue Source	2018-2019 Manager Proposed	Change from estimated budget	
					\$	%
TAXES						
84,367,882	85,792,983	85,792,983	5001 Current Levy	93,196,586	7,403,603	8.6%
1,132,897	817,425	1,230,637	5002 Prorated Motor Vehicles	1,230,637	0	0.0%
	50,000		5003 Prorated Real Estate	50,000	50,000	***
372,487	490,000	490,000	5004 Prior Year Tax Levies	490,000	0	0.0%
357,075	355,000	355,000	5005 Interest & Liens	355,000	0	0.0%
7,494,599	7,028,418	7,815,206	5007 Motor Vehicles	8,737,199	921,993	11.8%
93,724,940	94,533,826	95,683,826	SUBTOTAL	104,059,422	8,375,596	8.8%
PILOTS						
560,153	477,113	13,472	5101 State-Owned PILOT	13,472	0	0.0%
5,058	5,057	5,057	5105 Disabled Exemption	5,057	0	0.0%
271,697	271,697		5106 Elderly Circuit Breaker		0	***
28,401	28,401	28,401	5107 Add'l Veteran's Exemption	28,401	0	0.0%
1,529,519	1,627,558	896,361	5109 Tax Exempt Colleges & Hospital	896,361	0	0.0%
169,211	176,884		5111 Municipal Revenue Sharing		0	***
2,564,039	2,586,710	943,291	SUBTOTAL	943,291	0	0.0%

5200 Assessments

Assessments replace tax revenues that would have been received if the property were taxable similar to PILOTs in the previous category (#5100) but this income source is derived from the property owner rather than the State of Connecticut. The Assessor for the Town has determined that the New Meadow Elderly Housing, Inc. entity is exempt from property tax in accordance with Connecticut state statutes. This property is leased from the Town to New Meadow to operate a 32 unit subsidized elderly residential housing complex. On July 8, 2008 The Town and New Meadow signed a PILOT (payment in lieu of tax) agreement whereby New Meadow contracted to make an annual payment of 4% of gross rental income. This PILOT is the product of that contractual calculation.

5300 Licenses and Permits

The largest item under the Licenses and Permits category is building permits. Building permit income is estimated at \$260,000, which is \$10,000 more than the estimated level in FY 2017-18.

5400 Rentals

This category reflects revenues the Town receives from rental payment for use of its property including the Town Hall, the Senior and Disabled Center, the Newington High School cell tower land lease agreement and the Indian Hill Country Club. Income at IHCC of \$52,334 reflects the PILOT on the property.

5500 Investment Income

The Interest Earnings category reflects income earned from temporary investments made when the Town's cash in a given period exceeds the Town's immediate disbursement needs. Short term interest rates have been high this year and are forecasted to level out causing the estimate for FY 2018-19 to be lower than the 2017-18 estimate of \$190,000 but higher than the 2017-18 budget of \$75,000.

5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$32,500.

2016-2017 Actual	2017-2018 Council Adopted	2017-2018 Estimated	Revenue Source	2018-2019 Manager Proposed	Change from estimated budget	
					\$	%
ASSESSMENTS						
14,609	14,609	14,846	5201 New Meadow Housing	14,846	0	0.0%
14,609	14,609	14,846	SUBTOTAL	14,846	0	0.0%
LICENSES & PERMITS						
287,389	250,000	250,000	5301 Building Permits	260,000	10,000	4.0%
2,090	1,000	1,000	5302 Vendor's Permits	1,000	0	0.0%
15,730	10,000	10,000	5305 Gun Permits	10,000	0	0.0%
66	500	500	5306 Raffle & Bingo Permits	500	0	0.0%
11,248	12,000	12,000	5308 Work Within Rights of Way	12,000	0	0.0%
2,160	2,000	2,000	5310 Refuse Handling Licenses	2,000	0	0.0%
318,683	275,500	275,500	SUBTOTAL	285,500	10,000	3.6%
RENTALS						
3,358	3,600	3,600	5402 Town Hall Rental Receipts	3,600	0	0.0%
54,000	52,334	52,334	5403 Indian Hill Country Club	52,334	0	0.0%
49,931	44,000	44,000	5404 Other Town Property	44,000	0	0.0%
107,289	99,934	99,934	SUBTOTAL	99,934	0	0.0%
INVESTMENT INCOME						
78,024	75,000	190,000	5501 Interest Earnings	130,000	(60,000)	-31.6%
78,024	75,000	190,000	SUBTOTAL	130,000	(60,000)	-31.6%
FINES						
17,376	20,000	20,000	5602 Parking Tickets	20,000	0	0.0%
4,555	15,000	15,000	5603 False Alarms	10,000	(5,000)	-33.3%
10,733	2,500	2,500	5605 Blighted Premises	2,500	0	0.0%
607			5606 Snow Removal Fines		0	***
150			5607 Zoning Citation Fines		0	***
33,421	37,500	37,500	SUBTOTAL	32,500	(5,000)	-13.3%

5700 Charges for Services

This revenue category includes fees and charges for various services as outlined in the Newington Code of Ordinances. It includes items such as library overdue fines, Dial-a-Ride trip fees, fees collected for the family counseling program, Police Department fees, application fees to various Town commissions and recording fees of the Town Clerk function.

The largest revenue source in this category are the Town Clerk fees estimated at \$475,000 which include fees collected for land conveyances, deeds recorded, and vital statistics. Estimates for conveyance tax revenue, the main source for this account, are based on the \$2.50 per thousand rate. Revenues in this category remain fairly constant with FY 2017-18 levels.

5800 Refunds and Reimbursements

The Refunds-Town line item includes miscellaneous reimbursements for Town expenditures. Refunds-Schools includes miscellaneous reimbursements for school expenditures. It is anticipated the Town will receive a rebate for 2,800 tons of recyclables at rate of \$5.00.

5900 Sale of Town Property

This category includes proceeds from the sale of Town-owned property. No increase in revenue is estimated in this account in FY 2018-19.

2016-2017 Actual	2017-2018 Council Adopted	2017-2018 Estimated	Revenue Source	2018-2019 Manager Proposed	Change from estimated budget	
					\$	%
CHARGES FOR SERVICES						
4,452	9,000	9,000	5702 Conservation Commission	9,000	0	0.0%
595	600	600	5703 Zoning Board of Appeals	600	0	0.0%
8,640	9,000	9,000	5704 Town Planning & Zoning	9,000	0	0.0%
611,838	475,000	475,000	5705 Town Clerk Fees	475,000	0	0.0%
11,498	8,000	8,000	5706 Police	8,000	0	0.0%
6,475	5,000	5,000	5707 Human Services-Counseling Fee	5,000	0	0.0%
19,648	19,000	19,000	5708 Library - Overdue Fines	19,000	0	0.0%
4,494	5,000	5,000	5709 Dial-A-Ride Tickets	5,000	0	0.0%
1,209	1,275	1,275	5711 Engineering Fees	1,275	0	0.0%
23,568	11,500	11,500	5712 Scrap Metal Curbside	11,500	0	0.0%
25			Senior and Disabled Center Fees			
692,442	543,375	543,375	SUBTOTAL	543,375	0	0.0%
REFUNDS & REIMBURS.						
14,750	35,000	35,000	5802 Refunds-Town	35,000	0	0.0%
2,361	10,000	10,000	5803 Refunds-Schools	10,000	0	0.0%
32,068	34,000	34,000	5822 Recycling Rebates	34,000	0	0.0%
49,179	79,000	79,000	SUBTOTAL	79,000	0	0.0%
SALE-TOWN PROPERTY						
42,020		5,037	5902 Other	4,840	(197)	-3.9%
184	300	300	5904 Library-Sale of Jump Drives	300	0	0.0%
42,204	300	5,337	SUBTOTAL	5,140	(197)	-3.7%

6000 State Aid

The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). Estimating revenues for this category was most challenging for FY 2018-19 as the Governor and legislator have only just settled the budget for the 2017-18 aid. This category shows an overall decrease of \$407,159 from FY 2017-18 estimated levels. This is a decrease of \$2,676,554 in aid compared to what we did receive in the 2016-17 fiscal year.

One the major change is the increase of the Motor Vehicle Mill Rate cap for the 2019-18 fiscal year to 45 mills. This allows us to set one mill rate for all taxable items. This also eliminates Newington's share of MRSA (Account #6011) of \$937,100 and \$668,057 from Motor Vehicle Property Tax Grants which have compensated our town for the loss of revenue due to the Motor Vehicle Mill Rate (MVMR) cap. The Grants for Municipal Projects funding which was proposed to be eliminated for 2017-18 was restored and will remain at the \$917,869 funding for the 2018-19 fiscal year based on Governor Malloy's proposed FY 2018-19 budget.

The Education Cost Sharing (ECS) Grant is based on a State distribution formula that was adopted during the 2017-18 fiscal year. This grant was reduced by the General Assembly during FY 2017-18 based on this formula to a level of \$11,225,932. The Governor's budget proposes the amount for the FY 2018-19 at \$11,597,967, a \$372,035 increase. This proposal retains the phase-in of increases and decreases with two changes: (1) the year for the base grant is changed to FY 18 rather than FY 17; and (2) the phase-in percentage for towns whose fully funded grant is greater than its base grant is changed to 8.0% in FY 19 (was 4.1%) and 6.76 in FY 20 (was 10.66%).

In FY 2018-19, \$378,000 is expected from School Building Grant revenues for capital projects such as the Newington High School Career Technical Project and John Wallace School Wing Reconfiguration.

6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$9,000.

2016-2017 Actual	2017-2018 Council Adopted	2017-2018 Estimated	Revenue Source	2018-2019 Manager Proposed	Change from estimated budget	
					\$	%
STATE-AID						
		698,607	6002 Municipal Stabilization Grant		(698,607)	-100.0%
	1,250	1,250	6003 Public Library	1,250	0	0.0%
248,178	245,693	245,693	6005 Mashantucket Pequot Fund	164,924	(80,769)	-32.9%
20,741	11,222	20,368	6006 Youth Services Bureau	20,368	0	0.0%
5,683	4,500	4,500	6007 Alcohol and Drug Abuse	4,500	0	0.0%
651,000	937,100		6011 Municipal Revenue Sharing		0	***
118,700	115,300	115,300	6013 Telecommunications Tax	115,300	0	0.0%
23,928	18,459	18,459	6015 Emergency Management Grant	18,459	(0)	0.0%
917,869		917,869	6022 Grants for Municipal Projects	917,869	0	0.0%
	668,057		6026 Motor Vehicle Property Tax Grant		0	***
39,413	37,300	36,363	6054 Adult Education	36,545	182	0.5%
933,344	378,000	378,000	6056 School Building Grants	378,000	0	0.0%
19,870	15,000	15,000	6058 Health Services	15,000	0	0.0%
-			6060 Special Education-Excess Costs		0	***
12,968,010	12,983,806	11,225,932	6062 Education Cost Sharing Grant	11,597,967	372,035	3.3%
15,946,736	15,415,687	13,677,341	SUBTOTAL	13,270,182	(407,159)	-3.0%
FEDERAL AID						
12,152	9,000	9,000	6101 Senior Citizen Trans Aid	9,000	0	0.0%
12,152	9,000	9,000	SUBTOTAL	9,000	0	0.0%

6200 Miscellaneous

This category includes revenues that are not easily classified in the above revenue categories such as closeout of prior year purchase orders. In FY 2018-19, \$58,500 is estimated to be received.

6300 Donations

Income for United Way (\$6,000) is shown here.

7000 Transfers from Other Funds

This category represents transfers of funds to the General Fund from Other Funds. The transfer from the Cemetery Special Revenue Fund (\$148,259) offsets operating expenses reflected in Cemeteries program #832. Transfer from Cemetery Trust Funds reflects interest earnings of \$70 from several cemetery trust funds. Transfer from Hubbard Book Fund represents interest earnings of \$30 in a Library Trust Fund and offsets the Library appropriation #730.

2016-2017 Actual	2017-2018 Council Adopted	2017-2018 Estimated	Revenue Source	2018-2019 Manager Proposed	Change from estimated budget	
					\$	%
			MISCELLANEOUS			
91,974	58,500	58,500	6203 Cancelled PY Encumbrances	58,500	0	0.0%
91,974	58,500	58,500	SUBTOTAL	58,500	0	0.0%
			DONATIONS			
6,000	6,000	6,000	6302 United Way (Human Services)	6,000	0	0.0%
6,000	6,000	6,000	SUBTOTAL	6,000	0	0.0%
			TRF FROM OTHER FUNDS			
118,724	123,921	123,921	7012 Transfer from Cemetery Fund	148,259	24,338	19.6%
133	70	70	7021 Transfer From Cemetery Trust	70	0	0.0%
60	30	30	7022 Transfer from Hubbard Fund	30	0	0.0%
118,917	124,021	124,021	SUBTOTAL	148,359	24,338	19.6%
113,800,609	113,858,962	111,747,471	TOTAL	119,685,049	7,937,578	7.1%

GENERAL GOVERNMENT

110 TOWN COUNCIL

120 TOWN MANAGER

130 COURTS

140 ELECTIONS

150 FINANCE

160 TOWN ATTORNEY

170 TOWN CLERK/RECORDS ADMINISTRATION

180 PERSONNEL

190 GENERAL SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

	2017-2018 <u>Authorized</u>	2018-2019 <u>Requested</u>	2018-2019 <u>Proposed</u>	2018-2019 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Town Manager</u>				
Town Manager	1.0	1.0	1.0	
Director of Admin. Services	1.0	1.0	1.0	
Assistant to the Town Manager for Administration	1.0	1.0	1.0	
Insurance and Benefits Administrator	1.0	1.0	1.0	
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	5.0	5.0	5.0	
<u>Elections</u>				
Registrar of Voters (PT)	1.2	1.2	1.2	
<u>Finance</u>				
Director of Finance	1.0	1.0	1.0	
Deputy Director of Finance	1.0	1.0	1.0	
Account Clerk II	2.0	2.0	2.0	
Accounts Administrator(PT)	0.4	0.4	0.4	
Town Assessor	1.0	1.0	1.0	
Deputy Assessor	1.0	1.0	1.0	
Assessment Technician II	1.0	1.0	1.0	
Assessment Technician I	1.0	1.0	1.0	
Revenue Collector	1.0	1.0	1.0	
Assistant Revenue Collector	1.0	1.0	1.0	
Revenue Clerk	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	11.4	11.4	11.4	
<u>Town Clerk</u>				
Town Clerk	1	1	1	
Assistant Town Clerk	1	1	1	
Assistant Town Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	2.5	2.5	2.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>	<u>2018-2019 Approved</u>
<u>Facilities Management</u>				
Director of Facilities Management	1.0	1.0	1.0	
Facilities Electrician	1.0	1.0	1.0	
Air Conditioning & Heating Control Mechanic (LT-17)	1.0	1.0	1.0	
Heating & Ventilating Mechanic (LT-15)	1.0	1.0	1.0	
Head Custodian	1.0	1.0	1.0	
Custodian (PT)	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	6.0	6.0	6.0	
<u>Information Systems & Technology</u>				
Chief Information Officer	1.0	1.0	1.0	
Network Administrator/Project Leader	1.0	1.0	1.0	
Network Applications Specialist	2.0	2.0	2.0	
Geographic Information Systems (GIS) Coordinator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	5.0	5.0	5.0	
<u>Seasonal (work hours)</u>				
Finance	522.2	522.2	522.2	
Town Clerk	235.0	235.0	235.0	
Central Services	<u>60.0</u>	<u>60.0</u>	<u>60.0</u>	
	817.2	817.2	817.2	
<u>Town Council</u>				
Clerk of the Council (PT)	1.0	1.0	1.0	
<u>Town Attorney</u>				
Town Attorney (Retainer)	1.0	1.0	1.0	

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN COUNCIL	PROGRAM	CODE 110
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EXPLANATION

Pursuant to the Town Charter, the Town Council – comprised of the Mayor and eight members elected at large for two-year terms – serves as the governing body of the Town and the fiscal authority concerning the budget and the tax rate.

The Council also:

- Appoints the Town Manager, the Town Treasurer, Town Planner and various committees that serve the Town in a policymaking and quasi-judicial capacity; and
- Acts on ordinances and resolutions establishing Town policy relative to the good order, peace, health and safety of its inhabitants.
- The Mayor appoints the Town Attorney and Clerk of the Council.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Took action to accept the Town Hall plans and project budget, and sent the project to referendum. The project was approved by voters in November.
- Adopted a "Don't Block the Box" ordinance.
- Approved a resolution requesting the Governor to call for a special session of the General Assembly for the purpose of adopting a budget that will hold local communities harmless.
- Approved a municipal inter-local agreement that established a Connecticut Center for Digital Investigation.
- Approved revisions to the job descriptions for the Supervisor of Parks, Grounds and Cemeteries and also for Equipment Mechanic II.
- November local elections resulted in the re-election of Mayor Zartarian and Town Councilors Anest, Budrejko, DelBuono, Manke, Marocchini, and Serra. New members elected to the Town Council were Nicholas Arace and Chris Miner.
- Approved a new agreement with the Newington Volunteer Ambulance Corps.
- Honored several staff members in their retirements and residents for volunteer services and achievements.
- Made numerous appointments to various boards and commissions.

OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2018-19 annual budget, the 2018-19 through 2022-23 Long Range Capital Improvement Plan, and to set the Mill Rate for 2018-19.

MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions includes increases in the annual dues for the Capital Region Council of Governments and the Connecticut Conference of Municipalities.
- Recognition chairs for former Town Council members are only budgeted every other year, resulting in a decrease to the Other Materials line item.

Function	Activity	Program	Code
General Government	Town Council	Town Council	0110

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
2,415	3,552	3,552	8103 Part Time	3,492	3,492	-60	-1.69 %
2,415	3,552	3,552	OBJECT TOTAL	3,492	3,492	-60	-1.69 %
<u>PROFESSIONAL SVCS</u>							
1,404	1,700	1,700	8201 Public Notification	1,700	1,700	0	0.00 %
43,168	43,427	43,427	8202 Dues and Subscriptions	44,315	44,315	888	2.04 %
0	50	50	8204 Conferences,Meetings,Training	50	50	0	0.00 %
1,256	1,491	1,491	8216 Printing and Binding	1,491	1,491	0	0.00 %
45,828	46,668	46,668	OBJECT TOTAL	47,556	47,556	888	1.90 %
<u>MATERIAL & SUPPLIES</u>							
268	509	509	8301 Office Supplies	509	509	0	0.00 %
661	1,879	1,879	8310 Other Materials	986	986	-893	-47.53 %
929	2,388	2,388	OBJECT TOTAL	1,495	1,495	-893	-37.40 %

49,172	52,608	52,608	TOTAL	52,543	52,543	-65	-0.12 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN MANAGER		120

EXPLANATION

The Town Manager, appointed by the Town Council for an indefinite term, serves as the Town's Chief Administrative Officer and is responsible for the overall management of all Town departments. Under the provisions of the Charter, the Town Manager serves as Personnel Director, Public Safety Director and Legal Traffic Authority. As such, the Manager is charged with informing and advising the Town Council on matters affecting the Town's welfare and recommending an executive budget for all Town agencies on an annual basis.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Worked with the Town Website Committee and Information Technology Department on the roll out of the new Town website and Home Page on July 27th.
- Attended Town Council meetings and performed research and follow-up of deliverables.
- Met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Worked with staff on enforcement of various blighted properties.
- Met with staff, union and legal representatives regarding personnel issues.
- Met with various residents and constituencies to discuss concerns.
- Continued work related to the IBPO union contract negotiations.
- Attended the Town Hall Renovations Project Building Committee meetings.
- Informed citizens and civic groups about the referendum question on the new Town Hall, which was approved on the November ballot.
- Worked with the Public Works team to discuss various matters.
- Participated in the interview process for the Finance Director, Town Engineer, Police Dispatcher, and Supervisor of Parks and Grounds positions.
- Began the FY 2018-19 Budget and CIP process and met with various departments regarding CIP requests for the coming years.

OBJECTIVES

- Continue the emphasis on the capital needs of all Town facilities and the future provision of Town services.
- Ensure that the Town remains involved in efforts to improve the long term operations of the MDC and its planning for long range capital improvements.
- Continue to pursue the coordination of personnel and services through collaborations with the Mid-State Collaborative.
- Continue to encourage delivery and coordination of programming and services through collaborations with public agencies, private vendors, and non-profit organizations.
- Continue to work with representatives of CRCOG and the Department of Transportation regarding traffic related issues and how to address them.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and includes contractual raises for AFSCME employees.
- Conferences, Meetings, Training reflects the Town Manager's attendance at the annual International City Manager's Association conference in Baltimore, MD.

Function	Activity	Program	Code
General Government	Town Manager	Town Manager	0120

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
435,630	431,580	431,580	8101 Full time salaries	439,603	442,343	10,763	2.49 %
580	0	0	8103 Part Time	0	0	0	****
436,210	431,580	431,580	OBJECT TOTAL	439,603	442,343	10,763	2.49 %
<u>PROFESSIONAL SVCS</u>							
320	1,956	1,956	8202 Dues and Subscriptions	1,956	1,956	0	0.00 %
0	100	100	8204 Conferences,Meetings,Training	2,600	2,600	2,500	2500.00 %
360	255	255	8216 Printing and Binding	280	280	25	9.80 %
1,300	1,200	1,200	8220 Other Contractual Services	1,200	1,200	0	0.00 %
1,980	3,511	3,511	OBJECT TOTAL	6,036	6,036	2,525	71.92 %
<u>MATERIAL & SUPPLIES</u>							
474	615	615	8301 Office Supplies	715	715	100	16.26 %
496	500	500	8310 Other Materials	500	500	0	0.00 %
970	1,115	1,115	OBJECT TOTAL	1,215	1,215	100	8.97 %

439,161	436,206	436,206	TOTAL	446,854	449,594	13,388	3.07 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

EXPLANATION

Newington currently shares 38 percent of the cost of the Probate Court while the towns of Wethersfield and Rocky Hill share 32 percent and 30 percent, respectively. Total cost includes office rent, office supplies, and utilities. The percentage is calculated based on the relative taxable Grand Lists of the three towns. The formula is specified by State Statute Sec. 45a.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Probate Court	Probate Court	0130

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
38,986	39,992	39,992	8220 Other Contractual Services	39,992	39,992	0	0.00 %
38,986	39,992	39,992	OBJECT TOTAL	39,992	39,992	0	0.00 %

38,986	39,992	39,992	TOTAL	39,992	39,992	0	0.00 %
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EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 25,000 records of all registered, inactive, and any elector removed from the voter's list. The Election Department provides for:

- Registration of electors in person, by mail-in, on line registration (OLR), High School Registration and Election Day Registration (EDR).
- The preparation and maintenance includes, inspection, programming, ordering materials, checking for errors on ballots for misspelling, pronunciation of candidates and setup of all town related voting equipment and signage.
- Setting up for all 10 polling places for Elections, which includes Central Counting of Absentee Ballots, Election Day Registration (EDR), on-line (OLR).
- Set up and inspection of all 18 election tabulators, 18 ballot boxes, 32 ultimate power supply units (UPS), related election equipment as phone lines to polling places and the implementation of the new IVS handicapped accessible voting machines which are very favorable to the Electors.
- Unfunded Mandated special registration sessions for each election and Primary following the SOS Election Calendar daily.
- Annually unfunded Audits mandates after each election.
- Overseeing all Elections, Primaries, and Special Referenda.
- Registrars are responsible for the distribution of absentee ballot applications the delivery of absentee ballots and overseeing the voting process at all six of the medical facilities in Newington, returning several times for client rights to voting procedures.
- Design educational program to conduct mandated training sessions for all poll workers for each election with updated legislation that pertains to each election.
- Every two years Moderator Certification training for all Moderators to be certified, unfunded mandate.
- The Registrar of Voters annually attends 10 hours of instructional training at two, 3-day sessions conducted by Registrar of Voters Association of Connecticut and Secretary of the State office. Also including 4 county meetings a year for the certification of Registrars.
- Perform the unfunded mandate of the annual canvass which includes extensive mailings, to track electors who have moved with-in town, out of town, and daily updates with the DMV.
- Perform and maintain annual mandated mailing of permanent absentee voters to update their status.
- The Secretary of State is striving to improve the Election Night Reporting Process (ENR).
- Online Voting is updated from the SOS office daily. SOTS anticipates moving forward with this initiative to increase voter participation.
- Scheduling of yearly maintenance of voting tabulators.
- The SOS now has mandated that all Registrars of Voters be certified by UCONN, which is another unfunded mandate.
- With inclusion of OLR, EDR, IVS and retention schedule changes we have over grown our space for records, equipment and cabinet issues.

OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections.
- The registrars are also now (unfunded) mandated to utilize the Converse system to update records from DMV daily.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2016-2017 rates.
- All accounts reflect November Election, and two primaries.

Function	Activity	Program	Code
General Government	Elections	Elections	0140

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
75,785	72,108	72,108	8103 Part Time	72,829	72,829	721	1.00 %
75,785	72,108	72,108	OBJECT TOTAL	72,829	72,829	721	1.00 %
<u>PROFESSIONAL SVCS</u>							
181	200	396	8201 Public Notification	600	600	204	51.52 %
130	140	140	8202 Dues and Subscriptions	140	140	0	0.00 %
474	351	601	8203 Transportation	550	550	-51	-8.49 %
1,480	4,800	4,604	8204 Conferences,Meetings,Training	4,800	4,800	196	4.26 %
1,100	500	500	8205 Postage and Shipping	500	500	0	0.00 %
4,026	4,034	4,034	8212 Equipment Maintenance	3,975	3,975	-59	-1.46 %
10,380	5,600	5,725	8216 Printing and Binding	13,175	13,175	7,450	130.13 %
28,474	28,130	27,880	8220 Other Contractual Services	52,250	52,250	24,370	87.41 %
46,244	43,755	43,880	OBJECT TOTAL	75,990	75,990	32,110	73.18 %
<u>MATERIAL & SUPPLIES</u>							
1,696	500	500	8301 Office Supplies	500	500	0	0.00 %
458	350	225	8302 Technical Supplies	350	350	125	55.56 %
0	150	150	8310 Other Materials	300	300	150	100.00 %
2,154	1,000	875	OBJECT TOTAL	1,150	1,150	275	31.43 %

124,183	116,863	116,863	TOTAL	149,969	149,969	33,106	28.33 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ACCOUNTING & ADMINISTRATION	151

EXPLANATION

The Finance Department consists of the Administration and Accounting, Assessor's and Revenue Collection Offices. The Administration and Accounting Division is responsible for administration of Town finances and accounting of all Town funds; administration of certain aspects of employee benefits program and Town's investments; is involved in revenue and cash management and debt management; and assists in the development and administration of the Town's budget.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Received the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association for the Town's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016 for the twenty sixth consecutive year.
- Calculation and preparation was performed for the referendum on the proposed renovations to the Newington Town Hall which passed at the November 2017 elections.
- A major upgrade to the financial software system MUNIS was completed.
- Assisted Town Manager and Town Labor Attorney with both IBPO and AFSCME contract negotiations.
- Finance Director Ann Harter retired and Janet Murphy was hired as the new Finance Director.

OBJECTIVES

- Continue to enhance the features of the financial management system and train departments on its functions and reporting capabilities.
- Continue to maintain adequate controls in financial reporting and achieve unqualified opinion from the independent auditors.
- Enhance the Town's financial position consistent with the best practices in municipal finance.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects a change in personnel, Administrative salaries at 2016-2017 rates and contractual raises for AFSCME employees.
- Part Time reflects 2016-2017 rates.

Function	Activity	Program	Code
General Government	Finance	Accounting and Administration	0151

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
313,943	312,050	312,050	8101 Full time salaries	308,556	308,556	-3,494	-1.12 %
23,947	23,174	23,174	8103 Part Time	23,408	23,408	234	1.01 %
1,000	1,000	1,000	8105 Longevity	1,050	1,050	50	5.00 %
338,890	336,224	336,224	OBJECT TOTAL	333,014	333,014	-3,210	-0.95 %
<u>PROFESSIONAL SVCS</u>							
505	510	510	8202 Dues and Subscriptions	510	510	0	0.00 %
437	580	580	8204 Conferences,Meetings,Training	580	580	0	0.00 %
123	250	250	8212 Equipment Maintenance	250	250	0	0.00 %
580	580	580	8220 Other Contractual Services	580	580	0	0.00 %
1,646	1,920	1,920	OBJECT TOTAL	1,920	1,920	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
342	600	600	8301 Office Supplies	600	600	0	0.00 %
1,614	1,474	1,474	8302 Technical Supplies	1,474	1,474	0	0.00 %
1,956	2,074	2,074	OBJECT TOTAL	2,074	2,074	0	0.00 %

342,492	340,218	340,218	TOTAL	337,008	337,008	-3,210	-0.94 %
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EXPLANATION

The Assessor's primary duty is to determine the value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Newington. Real Property is assessed at 70% of a base year of value established at the time of the last revaluation which was effective as of October 1, 2015. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of over 12,100 real estate parcels, 1,400 commercial personal property accounts and 30,000 taxable motor vehicles. The office is also responsible for assisting special service programs by annually updating over 550 elderly, 50 blind, 6,100 special assessment adjustments for veterans, and 250 disabled exemptions for Newington taxpayers.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Resolved remaining three (3) court appeals that were filed on the 2015 Grand List as a result of the Revaluation.
- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.
- Inspected and valued all residential and commercial properties that had building permits.
- Filed all required reports with the State of Connecticut in a timely fashion.

OBJECTIVES

- Continue to provide taxpayers and professionals with courteous and responsive service.
- Implement a more streamline and efficient reporting system for Business Personal Property.
- Maintain an equalized tax base according to State Statutes and professional standards.
- Meet all filing requirements of the State of Connecticut.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and includes contractual raises for AFSCME employees.

Function	Activity	Program	Code
General Government	Finance	Assessor	0152

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
329,984	318,302	318,302	8101 Full time salaries	323,629	323,629	5,327	1.67 %
2,717	4,500	4,000	8104 Seasonal	4,500	4,500	500	12.50 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
333,702	323,802	323,302	OBJECT TOTAL	329,129	329,129	5,827	1.80 %
<u>PROFESSIONAL SVCS</u>							
985	2,345	2,345	8202 Dues and Subscriptions	2,345	2,345	0	0.00 %
700	2,000	2,500	8204 Conferences,Meetings,Training	2,000	2,000	-500	-20.00 %
3,662	3,000	3,000	8216 Printing and Binding	3,000	3,000	0	0.00 %
3,000	5,000	5,000	8217 Consultants/Special Contractor	5,000	5,000	0	0.00 %
8,347	12,345	12,845	OBJECT TOTAL	12,345	12,345	-500	-3.89 %
<u>MATERIAL & SUPPLIES</u>							
552	600	600	8301 Office Supplies	600	600	0	0.00 %
552	600	600	OBJECT TOTAL	600	600	0	0.00 %

342,601	336,747	336,747	TOTAL	342,074	342,074	5,327	1.58 %
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EXPLANATION

The Board of Assessment Appeals (BAA) consists of three members appointed by the Council empowered to change assessments to correct any inequities, errors or omissions it may discover. The Board meets in September to review the Motor Vehicle list and during the month of March to hear aggrieved taxpayers that have filed an appeal application on or before the February 20th deadline.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- The Board of Assessment Appeals held meetings on three (3) days during March 2017 and heard a total of twenty four (24) appeals on the October 1, 2016.
- Motor vehicle hearings were held in November 2017 and heard a total of thirty (30) appeals on the October 1, 2016 Grand List.

OBJECTIVES

- To produce a finalized Grand List that is free of inequities and errors and complies with the State of Connecticut laws for Board of Assessment Appeals.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Finance	Board of Assess. Appeals	0153

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,500	1,500	1,500	8103 Part Time	1,500	1,500	0	0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %

1,500	1,500	1,500	TOTAL	1,500	1,500	0	0.00 %
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EXPLANATION

The Office of the Revenue Collector is responsible for the collection, process and depositing of property taxes in accordance with Connecticut General Statutes §12-130; serves as the central depository of revenue for the Town Clerk's Office, Parks and Recreation, Senior Center, Police, Library, Building, Engineering, Sanitation and Finance Departments. It is also responsible for the input of parking tickets into the system, and for collecting parking violation fines. The Revenue Office is responsible for approximately 75% of the revenue for the Town of Newington. In addition, the collector must enforce payment of delinquent taxes as required by the State Statutes, using recommended collection methods; balance collections each day and make regular deposits with a Police escort; maintain accurate collection records and controls; and secures the maximum collection of revenue due the Town and safeguards the collected revenues.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- To reduce expenses, the second installment for Real Estate and Personal Property taxes is included with the initial bill for the July installment. The taxpayer then has this information on-hand for any time they choose to make their January payment. It is no longer necessary for them to wait for the second installment bill to be mailed.
- The newest feature added this year is the ability to view current and past tax payments through the town's web-site under Tax Query Information. This is a convenience for taxpayers when wanting IRS information as well as for title searchers, attorneys and anyone who might need tax information immediately. Access is available twenty-four hours a day so when the office is closed for holidays and weekends the information is available.
- Assigns Alias Tax Warrants to Newington Constables for the collection of delinquent Personal Property and Motor Vehicle taxes.
- UCC Liens are filed with the State of Connecticut for delinquent Personal Property taxes.
- Binders are available in the Tax Office with a copy of tax payment information for taxpayers who do not have access to computers and need to locate their payment information for their IRS filing.
- All payments are processed in the Revenue/Tax Office, and a direct check processor is used by the Revenue and Assistant Revenue Collector to deposit check payments directly into Newington's bank account.
- On a daily basis the staff needs to take extra time to release delinquent taxpayers from a hold at the Dept. of Motor Vehicles when payments are made so the taxpayer can register a vehicle. Time is spent by getting to another computer to log into the Motor Vehicle Dept.'s web-site where only authorized individuals can release a taxpayer. The Department of Motor Vehicles has a direct connection with CT municipalities. Paper clearances or stamped registrations are no longer accepted by the Dept. of Motor Vehicles.
- Due to the Motor Vehicle Cap set by the Governor, the July motor vehicle tax bills were delayed until November, which created another collection month. When the Cap was lifted a Differential Motor Vehicle bill was generated to make up the revenue loss and was mailed at the same time as the Supplemental Motor Vehicles due in January.

OBJECTIVES

- Maintain the highest collection rate possible.
- Continue to use alternate methods for collections wherever appropriate; i.e., constables, sheriff, and tax sales.
- Improve computer capabilities to further enhance the tax collection program.
- Continue to provide the public with accurate information along with efficient and courteous service.
- Promote opportunities for the Tax Office staff to attend meetings and classes for personal development.
- Provide opportunities for the staff to improve customer service performance by attending classes.
- Continue to initiate Tax Sales for real estate properties where the taxpayer's debt to the town continues to grow due to not maintaining and/or ignoring payment arrangements.
- Have on-line payment system working for use for taxpayers who prefer to use computers for payments.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and includes contractual raises for AFSCME employees.
- An increase was made to Postage & Shipping and Consultants/Special Contractors to better reflect actual costs and so that an insert could be added regarding online payments.
- Public Notification decreased due to prior year differential tax notification.
- Increase in Elderly Tax Relief due to State of Connecticut no longer funding state elderly circuit breaker grant.
- Technical Supplies increased due to rising costs and additional needs.

Function	Activity	Program	Code
General Government	Finance	Revenue Collector	0154

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
208,389	205,539	205,539	8101 Full time salaries	210,672	210,672	5,133	2.50 %
6,394	3,000	3,000	8103 Part Time	3,000	3,000	0	0.00 %
5,480	2,667	2,667	8104 Seasonal	2,667	2,667	0	0.00 %
220,263	211,206	211,206	OBJECT TOTAL	216,339	216,339	5,133	2.43 %
<u>PROFESSIONAL SVCS</u>							
747	800	1,612	8201 Public Notification	1,200	950	-662	-41.07 %
195	195	195	8202 Dues and Subscriptions	195	195	0	0.00 %
650	1,100	1,100	8204 Conferences,Meetings,Training	1,100	1,100	0	0.00 %
12,894	12,736	12,736	8205 Postage and Shipping	13,736	13,736	1,000	7.85 %
0	125	125	8212 Equipment Maintenance	125	125	0	0.00 %
1,900	1,950	1,950	8216 Printing and Binding	1,950	1,950	0	0.00 %
9,707	10,300	10,300	8217 Consultants/Special Contractor	12,170	12,170	1,870	18.16 %
261,494	263,500	262,688	8224 Elderly Tax Relief Program	263,500	543,029	280,341	106.72 %
287,586	290,706	290,706	OBJECT TOTAL	293,976	573,255	282,549	97.19 %
<u>MATERIAL & SUPPLIES</u>							
531	600	600	8301 Office Supplies	600	600	0	0.00 %
1,021	1,590	1,590	8302 Technical Supplies	3,340	3,340	1,750	110.06 %
1,552	2,190	2,190	OBJECT TOTAL	3,940	3,940	1,750	79.91 %

509,401	504,102	504,102	TOTAL	514,255	793,534	289,432	57.42 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	AUDITING	155

EXPLANATION

Connecticut General Statutes §7-392, along with regulations promulgated by the State Tax Commissioner, mandates the manner in which Town finances are recorded. The Town Charter requires that the Town Council annually appoint a firm of independent public accountants to conduct the audit.

HIGHLIGHTS OF FY 2016-2017 OPERATION

- The auditing firm of Blum Shapiro conducted the audit of the FY 2016-2017 financial records during the FY 2017-2018.

OBJECTIVES

- To examine the FY 2017-2018 financial reports of the Town and certify that they are in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and generally accepted accounting standards.

MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractor increased per contract.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
40	40	40	8201 Public Notification	40	40	0	0.00 %
45,951	47,200	47,200	8217 Consultants/Special Contractor	48,000	48,000	800	1.69 %
45,990	47,240	47,240	OBJECT TOTAL	48,040	48,040	800	1.69 %

45,990	47,240	47,240	TOTAL	48,040	48,040	800	1.69 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	PURCHASING	157

EXPLANATION

The purchasing program, which provides the funds necessary to pay for the competitive bidding procedure required by the Town Charter, primarily includes the costs for legal advertisements in local newspapers. Sealed bids or proposals must be solicited for purchases over \$30,000.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- The bid was awarded for the third phase of the code compliance improvements at Newington High School.
- Went out to bid for Martin Kellogg School Chiller replacement and Town Hall/Community Center project.
- New photocopiers were leased for the Parks and Recreation and Building, Engineering and Planning Offices.
- Went out to RFP for Small Cities Program Administrative Services and Agent of Record for Insurance.

OBJECTIVES

- Continue to maximize financial efficiency and effectiveness by preparing and advertising Bids/Requests for Proposals as necessary.
- Continue to handle the central purchasing operations for various departments to enhance buying power through economy of scale and ease the administrative burden on departments.
- Monitor the purchasing activities that departments engage in individually to ensure compliance with the guidelines set forth by the Town Charter and the Town Manager.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Finance	Purchasing	0157

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
1,085	1,000	1,000	8201 Public Notification	1,000	1,000	0	0.00 %
35	35	35	8202 Dues and Subscriptions	35	35	0	0.00 %
0	75	75	8204 Conferences,Meetings,Training	75	75	0	0.00 %
1,120	1,110	1,110	OBJECT TOTAL	1,110	1,110	0	0.00 %

1,120	1,110	1,110	TOTAL	1,110	1,110	0	0.00 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN ATTORNEY		160

EXPLANATION

The Town Attorney, appointed by the Mayor for the term of the appointing Mayor, serves as legal advisor to the Council, the Manager, and all commissions, boards, departments and offices of the Town. The Town Attorney represents the Town in any action or proceeding in which the Town or any commission, board, department or office is a party or has an interest; and in all litigation, including condemnation actions for the acquisition of land, appeals from the decisions of regulatory boards and commissions, suits for the enforcement of zoning regulations, foreclosures, payment of tax liens, and defense of the Town in damage suits.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Opened numerous working files since July 1 (does not include many miscellaneous day to day requests and contacts with Town officials).
- Had contact with almost every Town department and various commissions and committees.
- Defense of litigation in U. S. District Court and State of Connecticut Superior Court.
- Reviewed contractual agreements to protect the Town's interests.
- Ben Ancona, Jr. continued to serve as the Town Attorney, having been appointed in November 2016 by Mayor Zartarian.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Town Attorney	Town Attorney	0160

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
0	825	825	8202 Dues and Subscriptions	825	825	0	0.00 %
72,420	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	0	0.00 %
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	0	0.00 %
202,620	156,025	156,025	OBJECT TOTAL	156,025	156,025	0	0.00 %

202,620	156,025	156,025	TOTAL	156,025	156,025	0	0.00 %
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FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN CLERK & RECORDS ADMIN.	PROGRAM	CODE 170
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EXPLANATION

The office of the Town Clerk operates in accordance with the Connecticut General Statutes (Chapters 92, 93, 141, 145, 821, et al.), Town Charter and Code of Ordinances. The office interacts with State departments and agencies, records documents, maintains and preserves permanent and historical records, and responds to inquiries from the public. The office assumes an official role in the election process, tracks board and commission membership, issues various licenses and permits, updates the Code of Ordinances, and acts as Registrar of Vital Statistics.

HIGHLIGHTS OF FY 2017-2018 OPERATION

	2010-11	2011-12	2012-13	2013-14	2014-2015	2015-2016	2016-2017	2017-2018 (Through 12/31/2017)
Documents Recorded	5,760	5,595	6,751	5,146	5,115	5,660	4,988	2,440
Recording Fees	\$148,700	\$142,272	\$180,665	\$144,049	\$147,617	\$152,465	\$153,983	\$77,055
Conveyance Tax	\$193,522	\$176,623	\$241,036	\$251,802	\$257,717	\$264,495	\$401,905	\$196,960

- Land record copy revenue from the CT Clerks online portal continues to increase each month-attorneys and title searchers offer favorable comments about this service.
- Awarded \$5,000 Historic Document Preservation grant used to scan and digitize.
- Staff continues back file scanning during slow times to increase accessibility.
- Complete history of Trade Name certificates were scanned and linked into the Land Record system for public and internal access.
- Engaged staff in professional development opportunities through CCM and Connecticut Town Clerks Association (CTCA).
- Town Clerk attended the Annual Spring Town Clerk's & Fall Town Clerk's Conference.
- Assistant Town Clerk, Traci M. Alves received her CCTC designation at the Annual Fall Town Clerk's Conference September 27-29, 2017.
- Assistant Town Clerk, Jennifer Robinson attended the CTCA Land Records Education module held at CCSU on December 5, 2017

OBJECTIVES 2018-2019

- Procure \$5,000 Historic Document Preservation Grant.
- Continue scanning and digitizing of land record images. Goal is to scan images back to 1976.
- Work with IT to allow credit card payments in the Town Clerk's office.
- Identify internal and external professional development opportunities for staff-expand knowledge and skills by cross-training staff.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche).
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency.
- Deliver superb customer service.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries reflects additional duties for Town Clerk and 2016-2017 rates for Administrative salaries.
- Facilities Rentals & Storage reflects increased storage for Land Records, Council Minutes & Military Discharge Preservation Project.
- Other Contractual Services reflect increase in Land Record Auditor costs.

Function	Activity	Program	Code
General Government	Town Clerk & Records Admin.	Town Clerk & Records Admin.	0170

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
120,207	130,000	130,000	8101 Full time salaries	136,250	136,250	6,250	4.81 %
8,322	16,796	16,796	8103 Part Time	16,796	16,796	0	0.00 %
7,402	3,995	3,995	8104 Seasonal	3,995	3,995	0	0.00 %
135,930	150,791	150,791	OBJECT TOTAL	157,041	157,041	6,250	4.14 %
<u>PROFESSIONAL SVCS</u>							
510	550	550	8202 Dues and Subscriptions	550	550	0	0.00 %
110	168	168	8203 Transportation	168	168	0	0.00 %
820	1,000	1,000	8204 Conferences,Meetings,Training	1,025	1,025	25	2.50 %
1,346	1,378	1,378	8211 Facilities Rental & Storage	1,465	1,465	87	6.31 %
415	881	881	8212 Equipment Maintenance	881	881	0	0.00 %
105	300	300	8216 Printing and Binding	300	300	0	0.00 %
12,141	11,776	11,776	8220 Other Contractual Services	11,941	11,941	165	1.40 %
15,447	16,053	16,053	OBJECT TOTAL	16,330	16,330	277	1.73 %
<u>MATERIAL & SUPPLIES</u>							
253	391	391	8301 Office Supplies	391	391	0	0.00 %
9,075	9,765	9,765	8302 Technical Supplies	9,765	9,765	0	0.00 %
9,328	10,156	10,156	OBJECT TOTAL	10,156	10,156	0	0.00 %

160,705	177,000	177,000	TOTAL	183,527	183,527	6,527	3.69 %
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EXPLANATION

As Personnel Director, the Town Manager is responsible for hiring and supervising the full-time classified permanent Town employees. All labor relations with administrative employees, AFSCME (including Board of Education) and IBPO positions, along with several part-time positions are the responsibilities of the Office of the Town Manager. The personnel function includes employee recruitment, interviewing, pre-screening, benefit and Town orientation, employee training and grievance handling.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Through January 2017, 2 full-time employees retired, 2 resigned, or otherwise left full-time employment, 4 full-time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted.
- Hired a new Finance Director, Director of Human Services, and Town Engineer
- Sponsored training seminars on various topics for General Government employees and department heads.
- Revised a number of Job Descriptions as positions became vacant.
- Continued with the collective bargaining process with the IBPO Local 443 union.

OBJECTIVES

- To promote training in areas of diversity, sexual harassment, and "on the job" enhancement opportunities.
- To continue enhancing the various programs and functions within the personnel area to assure compliance with all federal and state regulations.
- To continue to foster growth through professional development opportunities available both internally and externally.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Personnel	Personnel	0180

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
2,016	7,595	7,595	8201 Public Notification	7,595	7,595	0	0.00 %
35	35	35	8202 Dues and Subscriptions	35	35	0	0.00 %
2,869	5,645	5,645	8204 Conferences,Meetings,Training	5,645	5,645	0	0.00 %
52,858	28,023	28,023	8217 Consultants/Special Contractor	28,023	28,023	0	0.00 %
57,777	41,298	41,298	OBJECT TOTAL	41,298	41,298	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
199	510	510	8301 Office Supplies	510	510	0	0.00 %
199	510	510	OBJECT TOTAL	510	510	0	0.00 %

57,976	41,808	41,808	TOTAL	41,808	41,808	0	0.00 %
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FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM FACILITIES MANAGEMENT	CODE 191
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EXPLANATION

The Facilities department has the responsibility of maintaining and operating the Town Hall Complex (which consists of the Police Department, the Council Chamber and Auditorium, General Administrative offices, the Board of Education offices and the Mortensen Community Center). The Town Hall complex, a former high school converted to office use in 1972, totals 89,446 square feet of which 75,906 are used for General Government and recreational purposes with the remainder occupied by the Administrative offices of the Board of Education & Transition Academy. This program also contains those items required to administer and maintain buildings owned by the Town which are not budgeted elsewhere including the Newington Volunteer Ambulance Corps building, 7 fire house buildings, 3 Historic Homes, Parks and Grounds buildings including the Cemetery Chapel & Annex building & Mill Pond and Churchill pool buildings, Highway Garage building structures including the Police Training Building, Senior & Disable Center and the Lucy Robbins Welles Library.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Assisted in having EverSource Energy upgrade all street lighting at no cost to the Town of Newington which will help in lowering the operating costs by providing the town with a lower street lighting utility rate.
- Started the installation of LED lighting upgrades to fire houses 2 & 3 so when finished will have all fire houses completed with energy upgrades which will help reduce overall utility operating costs.
- Installed new emergency generator in fire house 5 and upgraded the entire electrical system to bring the building up to code
- In the Lucy Robbins Welles Library we have completed upgrading the original first floor windows to new energy efficiency windows to help reduce overall utility costs.
- Installed new front & side employee entrance doors to the Lucy Robbins Wells Library for greater energy savings and occupant comfort.
- Completed the conversion of the oil heating equipment to high efficiency natural gas for greater energy savings and occupant comfort including the removal of the underground 2000 gallon heating fuel oil tank.
- Completed the Upgrading of all town owned buildings parking and exterior perimeter wall security lighting to high efficiency LED for greater energy savings.
- Installed a new emergency generator at the Parks & grounds garage to have all town emergency services buildings operational during any power outages.
- At the Senior & Disabled Center we have completed the HVAC room fan coil unit replacement to high efficiency units for greater energy savings and occupant comfort and have installed a new Bingo Machine and TV's in the cafeteria.

OBJECTIVES

- Assist the Town Hall Building Committee and Town Manager as requested in building a new Town Hall/Community Center.
- Continue to develop and refine a Town wide building maintenance program that will ensure the long term use of all facilities.
- Increase operational effectiveness & efficiency of all Town Buildings and infrastructure by increasing Preventive Maintenance.
- Work with all other department managers to meet their vision of facilities required to meet their specific use of Town buildings and to Promote Building-Wide Energy Efficiency.
- Identify facility improvements to all Town buildings and submit plans to achieve these improvements to the Town Manager.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and includes contractual raises for AFSCME employees.
- Part Time reflects 2016-2017 rates.
- Equipment Maintenance, Facilities Maintenance and Other Contractual Services reflect decreased needs at Town Hall building, offset by increased needs at other town buildings.
- Technical Supplies and Construction and Maintenance Materials reflect the need for more supplies and materials to complete in-house building and equipment repairs and reduce the use of outside contractors. Other line items have been decreased to offset this.
- Capital Outlays include funds for pipe thawing unit, lockable ladder with tool cabinet and portable emergency heat pump, as well as other general equipment and improvement needs. Overall this group of accounts is reduced from last year.

FUNCTION	ACTIVITY	PROGRAM	CODE
General Government	General Services	Facilities Management	0191

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
316,467	359,236	359,236	8101 Full Time	370,652	370,652	11,416	3.18%
6,041	7,000	7,000	8102 Overtime	7,000	7,000	0	0.00%
27,172	27,664	27,664	8103 Part Time	27,901	27,901	237	0.86%
1,500	1,600	1,600	8105 Longevity	1,700	1,700	100	6.25%
351,180	395,500	395,500	OBJECT SUBTOTAL	407,253	407,253	11,753	2.97%
<u>PROFESSIONAL SERVICES</u>							
1,052	800	800	8202 Dues and Subscriptions	800	800	0	0.00%
2,536	3,000	3,000	8204 Conferences, Meetings, Training	3,400	3,400	400	13.33%
468,481	471,130	471,130	8206 Utilities	471,130	471,130	0	0.00%
428	600	600	8207 Clothing Allowance	600	600	0	0.00%
20,516	28,381	28,381	8212 Equipment Maintenance	23,585	23,585	-4,796	-16.90%
109,379	110,980	110,980	8213 Facilities Maintenance	94,020	94,020	-16,960	-15.28%
120,507	145,895	145,895	8220 Other Contractual Services	149,380	149,380	3,485	2.39%
722,899	760,786	760,786	OBJECT SUBTOTAL	742,915	742,915	-17,871	-2.35%
<u>MATERIALS & SUPPLIES</u>							
59	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00%
13,315	4,750	4,750	8302 Technical Supplies	4,017	4,017	-733	-15.43%
930	2,000	2,000	8303 Uniforms and Clothing	2,000	2,000	0	0.00%
23,567	28,153	28,153	8305 Cleaning Supplies	26,093	26,093	-2,060	-7.32%
60,113	35,550	35,550	8306 Construction & Maintenance Materials	39,200	39,200	3,650	10.27%
146,288	255,350	255,350	8308 Heating Fuel	255,350	255,350	0	0.00%
350	200	200	8310 Other Materials	200	200	0	0.00%
244,622	327,003	327,003	OBJECT SUBTOTAL	327,860	327,860	857	0.26%
<u>CAPITAL OUTLAY</u>							
0	4700	4700	8402 Technical Equipment	0	0	-4,700	****
0	1000	1000	8404 Trucks & Tractors	0	0	-1,000	****
1340	0	0	8405 Construction & Maint Equipment	9,638	4,564	4,564	****
4008	3500	3500	8406 Office Equipment	2,500	2,500	-1,000	-28.57%
0	0	0	8407 Building Equipment	7,174	7,174	7,174	****
12,560	22,000	22,000	8408 Building Improvements	7,500	7,500	-14,500	-65.91%
17,908	31,200	31,200	OBJECT SUBTOTAL	26,812	21,738	-9,462	-30.33%
1,336,609	1,514,489	1,514,489	TOTAL	1,504,840	1,499,766	-14,723	-0.97%

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	CENTRAL SERVICES	195

EXPLANATION

The Central Services program provides for common services shared by departments within Town Hall including costs for duplication, envelopes, and postage.

OBJECTIVES

- Continue to maintain postage equipment, photocopiers, fax machines, and other items that are shared by more than one department.
- To realize savings through the bulk purchase of commonly used paper supplies.

MAJOR BUDGET CHANGES AND COMMENTARY

- Equipment Rental reflects new leases for photocopiers for the Building, Engineering and Town Planner's Departments, the Tax and Assessor's Offices, and the main copier in the mail room of Town Hall.
- Reduction in Office Equipment is due to purchase of needed equipment in prior year.

Function	Activity	Program	Code
General Government	General Services	Central Services	0195

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
438	606	606	8104 Seasonal	606	606	0	0.00 %
438	606	606	OBJECT TOTAL	606	606	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
36,322	39,930	39,930	8205 Postage and Shipping	39,930	39,930	0	0.00 %
13,043	10,560	10,560	8210 Equipment Rental	9,996	9,996	-564	-5.34 %
2,663	4,197	3,263	8212 Equipment Maintenance	3,908	3,908	645	19.77 %
52,027	54,687	53,753	OBJECT TOTAL	53,834	53,834	81	0.15 %
			<u>MATERIAL & SUPPLIES</u>				
10,955	12,371	11,471	8301 Office Supplies	12,363	12,363	892	7.78 %
10,955	12,371	11,471	OBJECT TOTAL	12,363	12,363	892	7.78 %
			<u>CAPITAL OUTLAY</u>				
442	0	1,834	8406 Office Equipment	0	0	-1,834	0.00 %
442	0	1,834	OBJECT TOTAL	0	0	-1,834	0.00 %

63,862	67,664	67,664	TOTAL	66,803	66,803	-861	-1.27 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	INFORMATION TECHNOLOGY	197

EXPLANATION

This program provides for the management, acquisition, maintenance, operation, and security of computer systems used by Town departments.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Vermont Systems software application (RecTrac/WebTrac) and payment processing deployment for Parks and Recreation
- Nexgen Computer Aided Dispatch, Records Management and Mobile application deployment for Police Department
- NexGen NexResponder Mobile deployment for Fire Department
- Microsoft Office 2016 deployments
- Microsoft Windows 10 operating system deployments
- Completion of network migration from old domain environment to new domain
- Two Factor Authentication deployment to comply with PCI and CJIS audit requirements
- Hard drive encryption testing and deployments
- Watchguard In-car video system deployment for selected Police Department vehicles
- Town website deployment

OBJECTIVES

- Work with Town departments to help identify areas where technology can assist them in reaching their goals and objectives.
- Work on improving network visibility as it relates to realtime network monitoring, performance/ health monitoring, network protection and power consumption.
- Where possible, work with other communities and regional organization on cost sharing opportunities.

MAJOR BUDGET CHANGES AND COMMENTARY

- Equipment Maintenance (8212) increases attributed to higher maintenance contracts for line of business applications and budgeting for Microsoft software license fees due every three years.

Function	Activity	Program	Code
General Government	General Services	Information Technology	0197

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
404,124	394,723	394,723	8101 Full time salaries	403,712	403,712	8,989	2.28 %
404,124	394,723	394,723	OBJECT TOTAL	403,712	403,712	8,989	2.28 %
<u>PROFESSIONAL SVCS</u>							
750	964	964	8202 Dues and Subscriptions	964	964	0	0.00 %
525	4,300	4,300	8204 Conferences,Meetings,Training	4,300	4,300	0	0.00 %
92,049	158,820	158,820	8208 Telephone	158,820	158,820	0	0.00 %
268,819	450,475	450,475	8212 Equipment Maintenance	579,985	579,985	129,510	28.75 %
25,610	67,589	67,589	8220 Other Contractual Services	67,589	67,589	0	0.00 %
387,753	682,148	682,148	OBJECT TOTAL	811,658	811,658	129,510	18.99 %
<u>MATERIAL & SUPPLIES</u>							
3	100	100	8301 Office Supplies	100	100	0	0.00 %
17,315	22,676	22,676	8302 Technical Supplies	22,676	22,676	0	0.00 %
2,084	3,500	3,500	8307 Equipment Parts	3,500	3,500	0	0.00 %
19,403	26,276	26,276	OBJECT TOTAL	26,276	26,276	0	0.00 %
<u>CAPITAL OUTLAY</u>							
149,442	1,500	1,500	8402 Technical Equipment	1,500	1,500	0	0.00 %
149,442	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %

960,721	1,104,647	1,104,647	TOTAL	1,243,146	1,243,146	138,499	12.54 %
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PUBLIC SAFETY

210 POLICE

230 FIRE DEPARTMENT

250 STREET LIGHTING

260 EMERGENCY MANAGEMENT

270 EMERGENCY MEDICAL SERVICE

280 HYDRANTS

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	ADMINISTRATION	210

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>	<u>2018-2019 Approved</u>
<u>Administrative</u>				
Chief of Police	1.0	1.0	1.0	
Administrative Secretary III	1.0	1.0	1.0	
Administrative Assistant to the Chief	1.0	1.0	1.0	
Administrative Sergeant	1.0	1.0	1.0	
<u>Patrol</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	6.0	6.0	6.0	
Police Officer	27.0	28.0	28.0	
<u>Investigation</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	1.0	1.0	1.0	
Detective	3.0	3.0	3.0	
Police Officer	3.0	2.0	2.0	
Youth Officer	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Civilian Evidence/Property Room Clerk	1.0	1.0	1.0	
<u>Communications</u>				
Dispatcher	8.0	8.0	8.0	
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	2.0	2.0	2.0	
Community Service Officer	1.0	1.0	1.0	
School Resource Officer	1.0	1.0	1.0	
Traffic Enforcement Officer	1.0	1.0	1.0	
Police Records Supervisor	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Administrative Clerk (PT)	0.5	0.5	0.5	
<u>Canine Control</u>				
Animal Control Officer (PT)	1.0	1.0	1.0	
	66.5	66.5	66.5	

EXPLANATION

Under the direct supervision of the Chief of Police, this unit includes long term planning for the department, budgetary preparation and implementation, purchasing, payroll, grants, police recruitment and hiring, labor issues, responding to community and citizens' needs or complaints, interdepartmental coordination, participating and assisting in regional, state and federal law enforcement initiatives, as well as coordination of building maintenance and upkeep.

HIGHLIGHTS OF FY 2017-2018 OPERATION

Infrastructure: The police department worked with an Architect on the design of a new 175' communications tower to replace the Town's existing primary communications site atop the former Cedarcrest Hospital building to a new location on the Balf/Tilcon property on Russell Road. The new tower will provide the Town with plenty of space for public safety system upgrades and advances in communication technology.

Staffing: The police department hired one Public Safety Dispatcher and one Police Officer, who was formally a certified Scottsdale, Arizona, officer.

Administrative: The police department completed a review of all 118 departmental General Orders. General Orders most susceptible to litigation were reviewed by an attorney who specializes in police liability to ensure the orders are in compliance with applicable laws.

Community Outreach: On August 1st the police department partnered with Newington Parks & Recreation in the town's first annual "National Night Out". National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make neighborhoods safer. It also enhances the relationship between the community and the police. The event was funded through donations made by local residents and businesses.

OBJECTIVES

- We will continue to recruit and select only the best qualified police officers for town service.
- We will continue to provide local residents with programs that strengthen police-community relations.
- We will continue to make fundamental changes in the department to move more toward a community policing model.
- We will continue to improve the department's infrastructure.
- We will continue to work cooperatively with other local, state, and federal law enforcement agencies.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative and IBPO salaries at 2016-2017 rates and includes contractual raises for AFSCME employees.
- Overtime reflects 2016-2017 rates for IBPO.
- Longevity decreased due to retirement of Records Supervisor.
- Consultants/Special Contractor reflects need for required CDL physicals.
- Conferences, Meetings, Training and Technical Supplies were reduced to offset other increases.

Services experienced by the Department are as follows:

Calendar Year	Calls for Service	Part 1 (Major) Crimes	Criminal Arrests	DUI Arrests	Traffic Violations	MV Accidents
2016	21,215	812	956	108	5,867	1,388
2015	26,049	985	1,011	112	5,821	1,510
2014	28,570	862	923	91	8,386	1,432
2013	26,977	831	909	111	6,196	1,485
2012	29,355	896	1,096	123	8,636	1,374

Function	Activity	Program	Code
Public Safety	Police Department	Police Administration	0211

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
347,241	352,540	352,540	8101 Full time salaries	358,460	358,460	5,920	1.68 %
1,614	7,459	7,459	8102 Overtime	7,459	7,459	0	0.00 %
4,750	4,850	4,850	8105 Longevity	3,950	3,950	-900	-18.56 %
353,604	364,849	364,849	OBJECT TOTAL	369,869	369,869	5,020	1.38 %
<u>PROFESSIONAL SVCS</u>							
2,575	4,775	4,775	8202 Dues and Subscriptions	4,950	4,950	175	3.66 %
790	840	840	8204 Conferences,Meetings,Training	420	420	-420	-50.00 %
2,000	2,000	2,000	8207 Clothing Allowance	2,000	2,000	0	0.00 %
3,110	6,015	6,015	8217 Consultants/Special Contractor	6,515	6,515	500	8.31 %
8,475	13,630	13,630	OBJECT TOTAL	13,885	13,885	255	1.87 %
<u>MATERIAL & SUPPLIES</u>							
1,613	1,510	1,510	8302 Technical Supplies	1,260	1,260	-250	-16.56 %
1,613	1,510	1,510	OBJECT TOTAL	1,260	1,260	-250	-16.56 %
<u>CAPITAL OUTLAY</u>							
200	300	300	8406 Office Equipment	300	300	0	0.00 %
200	300	300	OBJECT TOTAL	300	300	0	0.00 %

363,893	380,289	380,289	TOTAL	385,314	385,314	5,025	1.32 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
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EXPLANATION

Provides basic uniformed patrol coverage on a regular schedule 24 hours a day, seven days a week. The cost of regular time and overtime is included in Personnel Services and is calculated from planned staffing and anticipated off-line time.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Continued to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles, and bicycles.
- Continued to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Conducted directed patrols and problem solving techniques in response to complaints of traffic congestion, quality of life issues, and/or criminal issues.
- Maintain increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Continue to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.
- Continue expansion of the patrol division's involvement in community policing and problem solving.
- Maintain and enhance customer services provided to the residential and business communities.

OBJECTIVES

- Continue to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles, and bicycles.
- Continue to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Maintain increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Supply fingerprinting services for town residents and business persons.
- Maintain and enhance traffic enforcement efforts.
- Conduct directed patrols and problem solving techniques in response to complaints of traffic, quality of life, or criminal issues.
- Continue to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects transfer of one officer from Detective Division (offset by reduction in dept code 213) and step increases. IBPO salaries are at 2016-2017 rates.
- Overtime reflects 2016-2017 rates for IBPO.
- Clothing Allowance reflects transfer of one officer from Detective Division, but is offset by reduction in dept code 213.
- Increase in Equipment Maintenance for night vision repairs due to age of equipment.
- Technical Supplies includes adjustments made to include non-latex gloves, AED pads, and repairs to Watchguard mics.
- Uniforms and Clothing reflects reduction due to previous budget purchase of ERT vests.

Function	Activity	Program	Code
Public Safety	Police Department	Police Patrol	0212

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,113,779	2,990,015	2,990,015	8101 Full time salaries	3,181,105	3,181,104	191,089	6.39 %
700,027	619,212	619,212	8102 Overtime	619,840	619,839	627	0.10 %
3,813,806	3,609,227	3,609,227	OBJECT TOTAL	3,800,944	3,800,943	191,716	5.31 %
<u>PROFESSIONAL SVCS</u>							
50	245	245	8202 Dues and Subscriptions	270	270	25	10.20 %
147	150	150	8204 Conferences,Meetings,Training	90	90	-60	-40.00 %
32,000	35,000	35,000	8207 Clothing Allowance	36,000	36,000	1,000	2.86 %
357	486	486	8212 Equipment Maintenance	886	886	400	82.30 %
1,310	2,050	2,050	8220 Other Contractual Services	2,050	2,050	0	0.00 %
33,864	37,931	37,931	OBJECT TOTAL	39,296	39,296	1,365	3.60 %
<u>MATERIAL & SUPPLIES</u>							
6,925	10,006	10,006	8302 Technical Supplies	12,229	12,229	2,223	22.22 %
13,694	41,915	41,915	8303 Uniforms and Clothing	21,285	21,285	-20,630	-49.22 %
2,447	2,500	2,500	8310 Other Materials	2,500	2,500	0	0.00 %
23,066	54,421	54,421	OBJECT TOTAL	36,014	36,014	-18,407	-33.82 %
<u>CAPITAL OUTLAY</u>							
3,362	3,400	3,400	8402 Technical Equipment	3,400	3,400	0	0.00 %
3,362	3,400	3,400	OBJECT TOTAL	3,400	3,400	0	0.00 %

3,874,098	3,704,979	3,704,979	TOTAL	3,879,654	3,879,653	174,674	4.71 %
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EXPLANATION

- Conducts original and follow-up investigation of all major crimes and complex crimes that require prolonged investigation or special training and expertise.
- Conducts vice and criminal intelligence operations and narcotics investigations and operations.
- Conducts crime scene processing.
- Conducts evidence processing and inventory services for the department.
- Conducts employee background checks.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Detective Division Personnel continued their involvement in the Mid-State Major Crime Squad which provides evidence processing services for qualifying crimes to the towns of Newington, Wethersfield, Rocky Hill, Berlin, and Cromwell. During 2017 the team conducted monthly training sessions and responded to requests for service from the towns of Cromwell and Wethersfield.
- The Detective Division continued to participate in the Capital Region Digital Investigation Squad (regional computer forensics lab). The lab is located in Manchester and provides investigators with work space equipment specifically designed for the forensic examination of electronic devices such as computers, tablets, and smart phones. Additionally, this initiative provides participating investigators with specialized training opportunities in the area of computer forensics as well as additional investigative personnel to assist with large-scale cases. During this fiscal year our detective assigned to the Capital Region Digital Investigation Squad attended specialized training and also performed forensic examination on electronic devices for Newington investigations.
- Detectives responded to and investigated a domestic violence homicide that occurred at a local residence. This investigation resulted in the arrest of 45 year old male suspect for Murder.

OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations.
- Maintain open communication and professional relationships with internal divisions, other law enforcement agencies and the judicial system thereby enhancing the ability of the department to arrest and prosecute criminal offenders.
- Continue to participate in and support regional investigative initiatives.
- Continue to provide detectives with specialized training in death investigation, crime scene processing, and digital forensics.

MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Full Time, Overtime and Clothing Allowance reflects transfer of Officer to Patrol Division (dept code 212).
- Full Time Salaries reflects Administrative and IBPO salaries at 2016-2017 rates and includes contractual raises for AFSCME employees.
- Overtime reflects 2016-2017 rates for IBPO.
- Other Contractual Services reflects the correct accounting for yearly Eversource charge for impound lot.

Function	Activity	Program	Code
Public Safety	Police Department	Police Investigation	0213

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
913,257	944,002	944,002	8101 Full time salaries	851,006	851,006	-92,996	-9.85 %
56,879	83,451	83,451	8102 Overtime	81,972	81,972	-1,479	-1.77 %
970,136	1,027,453	1,027,453	OBJECT TOTAL	932,978	932,978	-94,475	-9.20 %
<u>PROFESSIONAL SVCS</u>							
200	380	380	8202 Dues and Subscriptions	330	330	-50	-13.16 %
8,000	9,000	9,000	8207 Clothing Allowance	8,000	8,000	-1,000	-11.11 %
3,657	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	0	0.00 %
1,542	4,036	4,036	8220 Other Contractual Services	4,036	4,836	800	19.82 %
13,399	17,066	17,066	OBJECT TOTAL	16,016	16,816	-250	-1.46 %
<u>MATERIAL & SUPPLIES</u>							
4,912	5,316	5,316	8302 Technical Supplies	5,296	5,296	-20	-0.38 %
2,687	3,696	3,696	8310 Other Materials	3,696	3,696	0	0.00 %
7,598	9,012	9,012	OBJECT TOTAL	8,992	8,992	-20	-0.22 %
<u>CAPITAL OUTLAY</u>							
1,205	0	0	8406 Office Equipment	0	0	0	****
1,205	0	0	OBJECT TOTAL	0	0	0	****

992,338	1,053,531	1,053,531	TOTAL	957,986	958,786	-94,745	-8.99 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM TRAFFIC	CODE 214
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EXPLANATION

Provides for the establishment, staffing and review of crossing guard posts to provide safety for pedestrians of the community during school hours at high traffic volume areas.

OBJECTIVES

- Provide safe walk routes for Newington students walking to and from school.
- Continue to provide the Board of Education with safety reviews of walking routes for students.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2016-2017 rates.

Function	Activity	Program	Code
Public Safety	Police Department	Traffic	0214

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
128,707	140,338	140,338	8103 Part Time	141,723	141,723	1,385	0.99 %
128,707	140,338	140,338	OBJECT TOTAL	141,723	141,723	1,385	0.99 %
			<u>MATERIAL & SUPPLIES</u>				
170	308	308	8303 Uniforms and Clothing	308	308	0	0.00 %
170	308	308	OBJECT TOTAL	308	308	0	0.00 %

128,878	140,646	140,646	TOTAL	142,031	142,031	1,385	0.98 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM COMMUNICATIONS	CODE 215
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EXPLANATION

Provides for the operation of the public safety communications system serving Fire, Police, and Emergency Medical operations 24 hours a day, seven days a week.

HIGHLIGHTS OF FY 2017-2018 OPERATIONS

- Continued updating the new Computer Aided Dispatch System (CAD) for dispatching Police, Fire and EMS.
- Continued updating the Mobile Data system allowing officers to interface directly with the CAD/RMS from their patrol cars.

OBJECTIVES

- Continue to provide training to Public Safety Dispatchers to improve quality and service.
- Maintain and enhance customer service provided to the community with professionalism and promptness.
- Provide Town Hall and Police Department after-hour security via electronic means.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time decreased due to changes in personnel and reflects 2016-2017 rates for IBPO.
- Increase in Overtime for additional holidays falling at overtime rate. These are at 2016-2017 IBPO rates.
- Equipment Maintenance decreased to reflect actual contract fee for Visionpoint.
- Decrease in Other Contractual Services for removal of connectivity router charges.
- Office Equipment reflects purchase of dispatchers chair in prior year.

Function	Activity	Program	Code
Public Safety	Police Department	Police Communication	0215

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
413,810	508,756	508,756	8101 Full time salaries	504,143	504,142	-4,614	-0.91 %
236,145	170,443	170,443	8102 Overtime	173,144	173,143	2,700	1.58 %
2,626	0	0	8103 Part Time	0	0	0	*****
652,581	679,199	679,199	OBJECT TOTAL	677,286	677,285	-1,914	-0.28 %
<u>PROFESSIONAL SVCS</u>							
0	350	350	8202 Dues and Subscriptions	350	350	0	0.00 %
3,500	5,600	5,600	8207 Clothing Allowance	5,600	5,600	0	0.00 %
15,315	0	0	8208 Telephone	0	0	0	*****
30,767	51,976	51,976	8212 Equipment Maintenance	49,136	49,136	-2,840	-5.46 %
1,916	3,719	3,719	8220 Other Contractual Services	2,000	2,000	-1,719	-46.22 %
51,498	61,645	61,645	OBJECT TOTAL	57,086	57,086	-4,559	-7.40 %
<u>MATERIAL & SUPPLIES</u>							
1,271	1,353	1,353	8302 Technical Supplies	1,353	1,353	0	0.00 %
1,271	1,353	1,353	OBJECT TOTAL	1,353	1,353	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,598	1,500	1,500	8406 Office Equipment	0	0	-1,500	0.00 %
1,598	1,500	1,500	OBJECT TOTAL	0	0	-1,500	0.00 %

706,948	743,697	743,697	TOTAL	735,725	735,724	-7,973	-1.07 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM EDUCATION & TRAINING	CODE 217
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EXPLANATION

The primary goal of the Education and Training Program of the Newington Police Department is to provide adequate, timely and up to date training to each of its members in order to maintain State of Connecticut certification. Training consists of four basic categories: Recruit Training, Field Training Officer (FTO Program), In-Service Training for State of Connecticut Certification, and Specialized Training.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Conducted semiannual firearms training, which includes low light qualifications for all Department members.
- Maintained the COLLECT certification of Department's Officers, communications, and clerical staff.
- Continued monthly training of officers assigned to the Emergency Response Team.
- Maintained certifications of department members with patrol rifles and the X-26 Taser.
- Trained officers in the use of Less-Lethal Shotguns.
- Trained officers in civil disorder and crowd control.
- Maintained certification of officers as Emergency Medical Responders.
- Trained two additional officers for the Crisis Intervention Team (CIT).

OBJECTIVES

- Recertification for state certified officers and NCIC-COLLECT users.
- Provide spring and fall firearms qualification including low light training for all officers.
- Continue interactive scenario based training using Simmunitions weapons and inert Tasers in the range "shoot house".
- Continue monthly training of the Department's K-9 Officer.
- Maintain Emergency Medical Response status of officers expiring in 2018/2019.
- Continue Arrest & Control Training with review of O.C. spray and handcuffing techniques.
- Maintain Taser certification of department personnel.
- State of Connecticut recertification training for officers expiring in 2018/2019.
- Continue training on the Laser Shot system for interactive scenario based training on Taser, Firearms, OC, and decision making.

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects 2016-2017 IBPO rates.
- Technical Supplies reduced to reflect lasers purchased in prior year.

Function	Activity	Program	Code
Public Safety	Police Department	Police Education & Training	0217

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
97,289	130,461	130,461	8102 Overtime	130,461	130,461	0	0.00 %
300	300	300	8108 Education Incentive	300	300	0	0.00 %
97,589	130,761	130,761	OBJECT TOTAL	130,761	130,761	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
150	260	260	8202 Dues and Subscriptions	260	260	0	0.00 %
14,615	23,325	23,325	8204 Conferences,Meetings,Training	23,325	23,325	0	0.00 %
600	3,000	3,000	8221 Higher Education Support	3,000	3,000	0	0.00 %
15,365	26,585	26,585	OBJECT TOTAL	26,585	26,585	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
24,384	38,248	38,248	8302 Technical Supplies	35,701	35,701	-2,547	-6.66 %
1,772	1,772	1,772	8310 Other Materials	1,772	1,772	0	0.00 %
26,156	40,020	40,020	OBJECT TOTAL	37,473	37,473	-2,547	-6.36 %

139,110	197,366	197,366	TOTAL	194,819	194,819	-2,547	-1.29 %
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EXPLANATION

The Support Services Division assists all other operations in the Police Department including supervision of materials and supplies, maintenance of vehicles and equipment, radar/lidar certifications, records management, internal affairs investigations, citizen complaints, crime analysis, coordination of traffic enforcement, quality of life directed patrols, Community Services program, review and monitoring of patrol reports, supervision of the Community Services Officer (CSO), School Resource Officer (SRO) 50% funded by the BOE, and Training Officer (FTO) programs, special events coordination, recruit training, the TASER program, fingerprinting, communications, and animal control.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- The Community Services Unit conducted numerous traffic surveys aimed at reducing traffic speed through the use of a high visibility trailer.
- Continued to utilize Social Media (Facebook and Twitter) as outreach tools to communicate with the public.
- Continued to conduct Citizens Police Academy programs to educate citizens on how their police department works along with the challenges facing police officers.
- Coordinated a National Night Out event with the Parks and Recreation Department that was held at Mill Pond Park.
- Continued the School Resource Officer program at Newington High School.

OBJECTIVES

- Continue both high visibility monitoring of traffic speeds with the speed trailer and stealth stat units to establish safe traffic speeds.
- Continue to promote the department in positive ways through effective use of the media and the Community Service Officer program.
- Continue expansion of the division's involvement in community policing.
- Continue partnerships with community and town services to resolve quality of life issues.
- Strengthen the active partnership between the Police, school system, judicial system, and other social and criminal justice agencies.
- Educate faculty and students about the criminal justice system, particularly law enforcement, e.g., reasonable suspicion, probable cause, search and seizure, and the legal restrictions on police, school administrators and faculty.
- Interact with students, high school faculty and staff to provide increased security and safety in the learning environment.
- Investigate criminal activity occurring on or adjacent to school property.
- Proactively preclude enforcement action through collaboration with students, parents or guardians and school and community resources.
- Serve as a resource for students, parents and teachers for referral services on an individual basis in the areas of substance abuse, behavioral problems, domestic violence and sexual abuse.
- Serve in an advisory capacity on the Youth-Adult Council and the Newington Juvenile Review Board.
- Serve as a resource in topical areas such as substance abuse, anger management, conflict resolution, and date rape.
- Serve as a role model and mentor for all students.
- Broaden the SRO's (School Resource Officer) exposure within the public school system.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased due to change in personnel for SRO position (MPO instead of PO). The IBPO salaries are at 2016-2017 rates and AFSCME salaries include contractual raises for 2018-2019.
- Decrease in Overtime for fewer SRO holidays. These are at 2016-2017 IBPO rates.
- Printing and Binding decreased to reflect reduction in printing needs.

Function	Activity	Program	Code
Public Safety	Police Department	Police Support Services	0218

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
649,916	645,171	645,171	8101 Full time salaries	648,374	648,374	3,203	0.50 %
29,887	37,113	37,113	8102 Overtime	36,305	36,306	-807	-2.17 %
15,452	15,958	15,958	8103 Part Time	16,107	16,107	149	0.93 %
695,255	698,242	698,242	OBJECT TOTAL	700,787	700,787	2,545	0.36 %
<u>PROFESSIONAL SVCS</u>							
6,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	0	0.00 %
25,224	27,604	27,604	8209 Uniform Rental & Cleaning	27,604	27,604	0	0.00 %
7,381	7,500	7,500	8210 Equipment Rental	7,500	7,500	0	0.00 %
64	200	200	8212 Equipment Maintenance	200	200	0	0.00 %
537	2,367	2,367	8216 Printing and Binding	1,987	1,987	-380	-16.05 %
2,983	3,960	3,960	8220 Other Contractual Services	3,960	3,960	0	0.00 %
42,188	47,631	47,631	OBJECT TOTAL	47,251	47,251	-380	-0.80 %
<u>MATERIAL & SUPPLIES</u>							
3,885	4,900	4,900	8301 Office Supplies	4,900	4,900	0	0.00 %
399	600	600	8302 Technical Supplies	600	600	0	0.00 %
4,284	5,500	5,500	OBJECT TOTAL	5,500	5,500	0	0.00 %

741,726	751,373	751,373	TOTAL	753,538	753,538	2,165	0.29 %
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FUNCTION
PUBLIC SAFETY

ACTIVITY
POLICE

PROGRAM
VEHICLES

CODE
220

EXPLANATION

This program provides for the operation and maintenance of vehicles permanently assigned to the Police Department.

OBJECTIVES

- Maintain a fully operational fleet of police vehicles.
- Purchase three new vehicles annually.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Police Department	Police Vehicles	0220

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
5,679	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	0	0.00 %
5,679	6,700	6,700	OBJECT TOTAL	6,700	6,700	0	0.00 %
<u>CAPITAL OUTLAY</u>							
107,897	132,048	132,048	8403 Passenger Cars	132,048	132,048	0	0.00 %
107,897	132,048	132,048	OBJECT TOTAL	132,048	132,048	0	0.00 %

113,576	138,748	138,748	TOTAL	138,748	138,748	0	0.00 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ANIMAL CONTROL	CODE 222
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EXPLANATION

This program provides for enforcement of State Statutes relating to animals.

OBJECTIVES

- Continue to develop the regional Animal Control Officer (ACO) Program with Wethersfield Police Department.
- Continue training for the Animal Control Officers for the safe capture of animals.
- Maintain a safe environment for the town's resident's through the control of stray, sick and roaming animals.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part time increased to match Wethersfield ACO wages.

Function	Activity	Program	Code
Public Safety	Police Department	Animal Control	0222

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
0	1,442	1,442	8102 Overtime	1,442	1,442	0	0.00 %
43,808	45,864	45,864	8103 Part Time	46,748	46,748	884	1.93 %
43,808	47,306	47,306	OBJECT TOTAL	48,190	48,190	884	1.87 %
<u>PROFESSIONAL SVCS</u>							
75	200	200	8204 Conferences,Meetings,Training	200	200	0	0.00 %
0	1,500	1,500	8220 Other Contractual Services	1,500	1,500	0	0.00 %
75	1,700	1,700	OBJECT TOTAL	1,700	1,700	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
650	650	650	8303 Uniforms and Clothing	650	650	0	0.00 %
650	650	650	OBJECT TOTAL	650	650	0	0.00 %

44,533	49,656	49,656	TOTAL	50,540	50,540	884	1.78 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>	<u>2018-2019 Approved</u>
<u>Fire Administration</u>				
Fire Chief (PT)	1.0	1.0	1.0	
Assistant Chief (PT)	1.0	1.0	1.0	
Deputy Chief (PT)	3.0	3.0	3.0	
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	6.0	6.0	6.0	
<u>Fire Marshal</u>				
Fire Marshal	1.0	1.0	1.0	
Emergency Management Officer	0.5	0.5	0.5	
Deputy Fire Marshals (PT)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	
	4.5	4.5	4.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	231

EXPLANATION

This program provides for the overall administration of the Fire Department, including items such as telephone, travel and transportation, paid administrative, clerical and fire watch services.

OBJECTIVES

- Continue to improve overall fire suppression operations through utilization of latest technology and equipment.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects contractual raises for AFSCME employees.
- Part Time reflects 2016-2017 rates.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Department Administration	0231

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
54,399	56,082	56,082	8101 Full time salaries	57,486	57,486	1,404	2.50 %
33,512	33,054	33,054	8103 Part Time	33,385	33,385	331	1.00 %
800	900	900	8105 Longevity	1,000	1,000	100	11.11 %
88,710	90,036	90,036	OBJECT TOTAL	91,871	91,871	1,835	2.04 %
<u>PROFESSIONAL SVCS</u>							
1,427	1,955	1,955	8202 Dues and Subscriptions	1,955	1,955	0	0.00 %
4,968	4,968	4,968	8203 Transportation	4,968	4,968	0	0.00 %
940	5,450	5,450	8204 Conferences,Meetings,Training	5,450	5,450	0	0.00 %
496	875	875	8212 Equipment Maintenance	875	875	0	0.00 %
539	550	550	8216 Printing and Binding	550	550	0	0.00 %
8,369	13,798	13,798	OBJECT TOTAL	13,798	13,798	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
500	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
500	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %

97,579	104,834	104,834	TOTAL	106,669	106,669	1,835	1.75 %
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FUNCTION
PUBLIC SAFETY

ACTIVITY
FIRE DEPARTMENT

PROGRAM
FIRE FIGHTING

CODE
232

EXPLANATION

This program reflects the following:

- Costs directly related to the suppression of fires
- Costs of outfitting and equipping the volunteer department
- Annual payment to the Firefighters' Pension Fund that recognizes the service of volunteer career firefighters to the community while encouraging members to remain in the volunteer service for longer periods
- Annual firefighter physicals required per OSHA regulations for firefighters

OBJECTIVES

- To maintain a maximum number of first line firefighters through upgrading of equipment and encourage health maintenance for firefighters.

MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits decreased to reflect required employer contribution to Defined Benefit Plan per actuarial valuation of 7/1/17.
- Increase in cost to repair pagers and radiation detection equipment repair services reflected in Equipment Maintenance.
- Technical Supplies increased for rising cost of batteries for self-contained breathing apparatus (SCBA), pagers and lighting equipment.
- Uniforms and Clothing decreased to reflect purchase of some gloves, boots, helmets and hoods through CIP funds for Personal Protective Equipment per Fire Chief.
- Technical Equipment purchases vary from year to year and have changed to reflect the objectives and needs of the Department. This year includes Engine 3 Power Hawk Auto Crib, Tac 2 Ice Commander Pro Suit, Rescue 1 W-Tool-QC, Engine 2 TFT G-Force Nozzle and Truck 2 Hydra Ram HR-1.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Fighting	0232

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
405,185	409,908	409,908	8110 Fringe Benefits	391,287	391,287	-18,621	-4.54 %
405,185	409,908	409,908	OBJECT TOTAL	391,287	391,287	-18,621	-4.54 %
<u>PROFESSIONAL SVCS</u>							
1,635	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	0	0.00 %
3,025	7,500	7,500	8212 Equipment Maintenance	8,000	8,000	500	6.67 %
4,484	2,500	5,023	8214 Motor Vehicle Maintenance	2,500	2,500	-2,523	-50.23 %
18,061	26,306	23,806	8217 Consultants/Special Contractor	26,306	26,306	2,500	10.50 %
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	0	0.00 %
52,206	62,306	62,329	OBJECT TOTAL	62,806	62,806	477	0.77 %
<u>MATERIAL & SUPPLIES</u>							
10,655	12,220	12,220	8302 Technical Supplies	20,795	14,045	1,825	14.93 %
18,163	27,155	27,155	8303 Uniforms and Clothing	32,000	22,000	-5,155	-18.98 %
11,996	14,650	14,627	8310 Other Materials	14,080	14,080	-547	-3.74 %
40,814	54,025	54,002	OBJECT TOTAL	66,875	50,125	-3,877	-7.18 %
<u>CAPITAL OUTLAY</u>							
39,246	32,754	32,754	8402 Technical Equipment	23,892	23,892	-8,862	-27.06 %
39,246	32,754	32,754	OBJECT TOTAL	23,892	23,892	-8,862	-27.06 %

537,451	558,993	558,993	TOTAL	544,860	528,110	-30,883	-5.52 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE PREVENTION	CODE 233
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EXPLANATION

The fire prevention program is primarily one of public education as a means of preventing or minimizing the loss of life and property due to fire. A Captain and two Lieutenants along with several firefighters and the Support Division serve as volunteer staff assistants to provide ongoing support for all existing programs.

Ongoing programs include, but are not limited to:

- Hartford Insurance Group Junior Fire Marshal Program in elementary schools
- School visits with apparatus
- In-service fire extinguisher/fire safety training at commercial, industrial and hospital facilities
- Fire safety tips provided to local news media, library and senior center
- Helping hand packets mailed to new residents
- Fire Hawk program
- Fire Prevention Week activities and public information related to specific fire safety issues

OBJECTIVES

- To expand and increase the education of the general public through the media, newsletters, Channel 14, the school system and civic organization presentations.

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Prevention	0233

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
1,070	2,000	2,000	8216 Printing and Binding	2,000	2,000	0	0.00 %
0	500	500	8220 Other Contractual Services	500	500	0	0.00 %
1,070	2,650	2,650	OBJECT TOTAL	2,650	2,650	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	60	60	8302 Technical Supplies	60	60	0	0.00 %
829	750	750	8310 Other Materials	750	750	0	0.00 %
829	810	810	OBJECT TOTAL	810	810	0	0.00 %

1,899	3,460	3,460	TOTAL	3,460	3,460	0	0.00 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE TRAINING	CODE 234
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EXPLANATION

The fire training program covers all training activities for the Fire Department including purchase or rental of textbooks, films and miscellaneous training supplies, as well as attendance at schools such as the Connecticut State Fire School and the United States Fire Academy.

OBJECTIVES

- To fully utilize the capacities of the fire training tower facility at Milk Lane.
- Certification of firefighters interested in the rating of Firefighter I and Firefighter II, U. S. Standard and Fire Officer I.

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Training	0234

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
529	650	650	8202 Dues and Subscriptions	650	650	0	0.00 %
27,260	36,745	36,745	8220 Other Contractual Services	36,745	36,745	0	0.00 %
27,789	37,395	37,395	OBJECT TOTAL	37,395	37,395	0	0.00 %

27,789	37,395	37,395	TOTAL	37,395	37,395	0	0.00 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE STATIONS	235

EXPLANATION

The fire stations program provides funds for the maintenance, operation and improvement of all physical plants under the jurisdiction of the Fire Department.

OBJECTIVES

- Revolving Furniture Fund
- Toilet Replacement – Company #5
- Garbage Disposal – Company #5
- Heating in Bathroom/Office – Company #5
- Bathroom Door Replacement – Company #5

MAJOR BUDGET CHANGES AND COMMENTARY

- Building Equipment and Building Improvements vary from year to year and have changed to reflect the above objectives.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Stations	0235

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
23,899	28,000	28,000	8213 Facilities Maintenance	28,000	28,000	0	0.00 %
23,899	28,000	28,000	OBJECT TOTAL	28,000	28,000	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
13,172	12,475	12,475	8407 Building Equipment	11,250	4,250	-8,225	-65.93 %
4,708	6,500	6,500	8408 Building Improvements	8,000	4,000	-2,500	-38.46 %
17,880	18,975	18,975	OBJECT TOTAL	19,250	8,250	-10,725	-56.52 %

41,779	46,975	46,975	TOTAL	47,250	36,250	-10,725	-22.83 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE MARSHAL	CODE 238
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EXPLANATION

Pursuant to Connecticut General Statutes Chapter 541, the local Fire Marshal is required to enforce the State Fire Safety Code. The responsibilities of the Fire Marshal include the following:

- Investigate and report to the State Fire Marshal on every fire in town, listing injuries, probable cause, etc.;
- inspect all buildings and facilities of public service, manufacturing, and occupancies regulated by the Fire Safety Code at least once a year;
- inspect manufacturing establishment for hazardous materials;
- inspect dry cleaning establishments on a yearly basis;
- authorize blasting and provide on site monitoring;
- review new building plans for compliance with the fire code;
- inspect and approve all underground and above ground tanks as stated by the code;
- maintain hazardous material files;
- inspect all schools for code requirements annually;
- inspect and approve woodstove installations pursuant to Town ordinance; and
- demarcate fire lanes within the town pursuant to Town ordinance.

HIGHLIGHTS OF FY 2018-2019 OPERATION

- Continued inspections of new and existing properties

OBJECTIVES

- Continue to work with the public and building contractors to bring local buildings into compliance with the Connecticut Fire Safety Code.
- Maintain and enhance customer service provided to other Town departments, agencies and the community.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Part Time reflect 2016-2017 rates.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Marshal	0238

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
84,763	82,379	82,379	8101 Full time salaries	84,439	84,439	2,060	2.50 %
38,625	41,440	41,440	8103 Part Time	41,853	41,853	413	1.00 %
123,388	123,819	123,819	OBJECT TOTAL	126,292	126,292	2,473	2.00 %
<u>PROFESSIONAL SVCS</u>							
705	750	750	8202 Dues and Subscriptions	750	750	0	0.00 %
1,460	2,240	2,240	8204 Conferences,Meetings,Training	2,240	2,240	0	0.00 %
415	688	688	8212 Equipment Maintenance	688	688	0	0.00 %
2,580	3,678	3,678	OBJECT TOTAL	3,678	3,678	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
513	700	700	8301 Office Supplies	700	700	0	0.00 %
0	100	100	8302 Technical Supplies	100	100	0	0.00 %
83	1,000	1,000	8303 Uniforms and Clothing	1,000	1,000	0	0.00 %
440	1,470	1,470	8310 Other Materials	1,470	1,470	0	0.00 %
1,036	3,270	3,270	OBJECT TOTAL	3,270	3,270	0	0.00 %

127,005	130,767	130,767	TOTAL	133,240	133,240	2,473	1.89 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	SAFETY OFFICER	240

EXPLANATION

The Safety Officer serves as a volunteer staff assistant to the Fire Chief with overall responsibility for ensuring that vehicles and related equipment function properly and safely, and that accepted safety precautions are observed in firefighting and other departmental activities. All Fire Department injuries are analyzed and corrective training procedures are suggested. Funding includes all requirements to meet OSHA and NFPA safety standards.

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Safety Officer	0240

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
10,656	12,840	12,840	8220 Other Contractual Services	12,840	12,840	0	0.00 %
10,656	12,840	12,840	OBJECT TOTAL	12,840	12,840	0	0.00 %

10,656	12,840	12,840	TOTAL	12,840	12,840	0	0.00 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	REGIONAL FIRE TRAINING TOWER	242

EXPLANATION

The fire training tower facility, located behind the Highway Garage, is maintained and operated through this program. The cost is split evenly between the Towns of Berlin, Newington, and Wethersfield.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Fire Department	Regional Fire Training Tower	0242

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>T/F'S TO OTHER FUNDS</u>				
1,500	1,500	1,500	8517 Trans.to Miscellaneous Grants	1,500	1,500	0	0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %

1,500	1,500	1,500	TOTAL	1,500	1,500	0	0.00 %
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FUNCTION

PUBLIC SAFETY

ACTIVITY

STREET LIGHTING

PROGRAM

CODE

250

EXPLANATION

The Street Lighting activity provides for the installation, operation and maintenance of streetlights to include new residential developments.

OBJECTIVES

- Continue to track malfunctions and outages of streetlights.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Street Lighting	Street Lighting	0250

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
315,000	330,000	330,000	8206 Utilities	330,000	330,000	0	0.00 %
315,000	330,000	330,000	OBJECT TOTAL	330,000	330,000	0	0.00 %

315,000	330,000	330,000	TOTAL	330,000	330,000	0	0.00 %
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FUNCTION CODE	ACTIVITY	PROGRAM	
PUBLIC SAFETY	EMERGENCY MANAGEMENT		260

EXPLANATION

Pursuant to Newington Code of Ordinances §28-4, the Emergency Management Agency is responsible for the development and maintenance of plans and programs that may be needed in order to effectively respond to an emergency caused by an attack or by any natural or man-made disaster. Members of the Local Emergency Planning Committee (LEPC) and the Director of Emergency Management are appointed by the Town Manager.

OBJECTIVES

- To attend civil preparedness training exercises.
- To ensure the Town is prepared for a major disaster or incident, including threats of bio-terrorism.
- To work in conjunction with Town departments and agencies to ensure community's preparedness.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Emergency Management	Emergency Management	0260

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
0	50	50	8202 Dues and Subscriptions	50	50	0	0.00 %
62	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	0	0.00 %
62	1,550	1,550	OBJECT TOTAL	1,550	1,550	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
0	2,500	2,500	8302 Technical Supplies	2,500	2,500	0	0.00 %
0	2,500	2,500	OBJECT TOTAL	2,500	2,500	0	0.00 %

62	4,050	4,050	TOTAL	4,050	4,050	0	0.00 %
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FUNCTION PUBLIC SAFETY	ACTIVITY EMERGENCY MEDICAL SERVICE	PROGRAM	CODE 270
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EXPLANATION

As an independent, non-profit organization, the Emergency Medical Services (NEMS) provides emergency medical services to resident's weeknights from 6:00 p.m. to 6:00 a.m. and 24 hours on weekends. As the Primary Service Area - Paramedic for the Town, services include emergency transportation of the sick and injured as well as CPR and First Aid training for townspeople and stand-by coverage at major events such as the Extravaganza and high school football games. This account provides the funding of a money purchase plan provided to volunteers of the NEMS and up to \$1,000 annually for each volunteer for enhanced pension contributions and/or a stipend.

MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits increased to reflect actual 2017-2018 Volunteer Incentive Program stipends.

Function	Activity	Program	Code
Public Safety	Emergency Medical Service	Emergency Medical Service	0270

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
25,000	25,000	25,000	8110 Fringe Benefits	27,000	27,000	2,000	8.00 %
25,000	25,000	25,000	OBJECT TOTAL	27,000	27,000	2,000	8.00 %
<u>PROFESSIONAL SVCS</u>							
0	1,000	1,000	8204 Conferences,Meetings,Training	1,000	1,000	0	0.00 %
0	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<u>T/F'S TO OTHER FUNDS</u>							
6,000	6,000	6,000	8521 T/F to Volunteer Ambulance Fd	6,000	6,000	0	0.00 %
6,000	6,000	6,000	OBJECT TOTAL	6,000	6,000	0	0.00 %

31,000	32,000	32,000	TOTAL	34,000	34,000	2,000	6.25 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	HYDRANTS		280

EXPLANATION

The Fire Hydrant Program provides funds for the rental of hydrants in the town. According to the New England Insurance Rating Association, hydrants should be installed at each street intersection with intermediate hydrants not greater than 300 feet apart in business and industrial districts, and each street intersection with intermediate hydrants not greater than 500 feet apart in residential districts.

This program funds the rental charges for the following hydrants:

New Britain Water Company	23
MDC	695

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Hydrants	Hydrants	0280

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
77,250	77,550	77,550	8219 Hydrants	77,550	77,550	0	0.00 %
77,250	77,550	77,550	OBJECT TOTAL	77,550	77,550	0	0.00 %

77,250	77,550	77,550	TOTAL	77,550	77,550	0	0.00 %
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PUBLIC WORKS

310 ENGINEERING

320 HIGHWAY

350 SOLID WASTE SERVICES (Formerly Sanitation)

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>	<u>2018-2016 Approved</u>
Town Engineer	1.0	1.0	1.0	
Engineering Technologist I	1.0	1.0	1.0	
Engineering Technologist II	1.0	1.0	1.0	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	3.5	3.5	3.5	

EXPLANATION

The Engineering Department provides professional technical service (engineering, estimating and surveying):

- Design and construct new Town infrastructure.
- Evaluate, maintain and operate existing Town infrastructure (Town infrastructure is aging).
- Assist Town Council, Town departments (Planning, Facilities, Parks, Highway, Economic Development) Town Manager, Conservation Commission, Planning and Zoning Commission, and B.O.E.
- Assist public (residents, developers, contractors, engineers, realtors, title searchers, etc.) with reviewing Town maps, ordinances, engineering procedures, land development, drainage, low impact development, building/property addresses, etc.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Hired Gary J. Fuerstenberg PE as Town Engineer.
- Prepared engineering design, cost estimate and Inland Wetland Application and provided survey stakeout for Milk Lane (Highway Garage and parking lot – Phase II).
- Coordinated consultant preparation of Town Stormwater Management Plan and Illicit Discharge Plan.
- Submitted 2017 Stormwater Permit report (March 2018) to DEEP.
- Reviewed and issued 245 excavation and driveway permits (2017).
- Reviewed 303 zoning applications for regulated areas (2017).
- Assisted developers with L.I.D. design (methods/techniques) and compliance.
- Scanned and filed engineering plans, plot plans and surveys - updated engineering map index.
- Site bonds were administered and/or updated for: Packards Way, Harvest Ridge and Newington Ridge Preserve.
- Provided administrative support, engineering design, cost estimates and construction stakeout for installation of playscapes for B.O.E. school projects.
- Performed annual inspection of South Branch Park River flood control system (Piper Brook and Mill Brook) and followed up with CTDEEP.
- Located private property easements in GIS along Piper Brook and Mill Brook.
- Prepared and filed map for expanding West Memorial Cemetery (section GA) to support Parks department.
- Observed construction on Constance Leigh Drive for Streetscape Phase 6 to support Town Manager.
- Coordinated transferring Myra Cohen Way from State to Town to support future economic development.

OBJECTIVES

- Design and provide construction survey for maintenance and reconstruction of Town roads and parking Lots.
- Assign building numbers to new buildings.
- Prepare capital improvement plan (CIP) for Town infrastructure (roads, sidewalks, retaining walls, drainage systems, South Branch Park River flood control system, etc.
- Evaluate and prioritize streets to be paved as part of the CIP program, based on available funds.
- Evaluate and prioritize sidewalk trip hazards to be repaired as part of the CIP program, based on available funds.
- Evaluate and prioritize drainage features for maintenance or repair as part of the CIP program, based on available funds.
- Evaluate and prioritize retaining walls maintenance or repair as part of the CIP program, based on available funds.
- Issue contractor licenses and excavation permits for utility and driveway construction within Town right-of-way.
- Operate and maintain Town drainage network database, including easement.
- Provide engineering design, cost estimates, and survey services for Town departments and B.O.E.
- Review plans and drainage calculations for conformance with Planning and Zoning and Inland Wetland regulations.
- Support Conservation Commission as inland wetland agent.
- Sample stormwater and prepare annual permit for MS4 Permit.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects a change in personnel, Administrative salaries at 2016-2017 rates and contractual raises for ASCME employees.
- Increase in Overtime for staff to attend Conservation Commission meetings.
- Conferences, Meetings, Training increased for MS4 training as well as additional training requested by Town Engineer.
- Clothing Allowance reflects new AFSCME contract requirements.
- Reduction in Consultants/Special Contractor due to hiring of new Town Engineer.
- Technical Supplies reflects increased need.

Function	Activity	Program	Code
Public Works	Engineering	Engineering	0310

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
291,146	296,183	296,183	8101 Full time salaries	302,589	302,589	6,406	2.16 %
409	500	500	8102 Overtime	2,000	2,000	1,500	300.00 %
0	100	100	8105 Longevity	200	200	100	100.00 %
291,555	296,783	296,783	OBJECT TOTAL	304,789	304,789	8,006	2.70 %
<u>PROFESSIONAL SVCS</u>							
570	710	850	8202 Dues and Subscriptions	1,250	720	-130	-15.29 %
115	150	150	8203 Transportation	250	150	0	0.00 %
743	750	750	8204 Conferences,Meetings,Training	7,685	2,885	2,135	284.67 %
400	300	300	8207 Clothing Allowance	600	400	100	33.33 %
295	450	450	8212 Equipment Maintenance	300	300	-150	-33.33 %
40	200	80	8216 Printing and Binding	200	200	120	150.00 %
3,710	13,000	13,000	8217 Consultants/Special Contractor	4,500	1,500	-11,500	-88.46 %
188	4,000	4,000	8220 Other Contractual Services	3,000	3,000	-1,000	-25.00 %
6,061	19,560	19,580	OBJECT TOTAL	17,785	9,155	-10,425	-53.24 %
<u>MATERIAL & SUPPLIES</u>							
277	470	470	8301 Office Supplies	400	400	-70	-14.89 %
454	250	230	8302 Technical Supplies	2,500	500	270	117.39 %
0	50	50	8303 Uniforms and Clothing	150	50	0	0.00 %
731	770	750	OBJECT TOTAL	3,050	950	200	26.67 %

298,347	317,113	317,113	TOTAL	325,624	314,894	-2,219	-0.70 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>	<u>2018-2019 Approved</u>
Highway Superintendent	1.0	1.0	1.0	
Assistant Highway Superintendent	1.0	1.0	1.0	
Administrative Secretary III	1.0	1.0	1.0	
Crew Foreperson	2.0	2.0	2.0	
Mechanic Foreperson	1.0	1.0	1.0	
Equipment Mechanic II	5.0	5.0	5.0	
Mason	1.0	1.0	1.0	
Equipment Operator III	2.0	2.0	2.0	
Equipment Operator II	4.0	4.0	4.0	
Equipment Operator I	4.0	4.0	4.0	
Parts Coordinator (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	22.5	22.5	22.5	
Total Overtime	5,001	5,001	5,001	
Total Seasonal	2,902	2,902	2,902	

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM ADMINISTRATION	CODE 321
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EXPLANATION

This program provides for the overall administration of the Highway/Sanitation Departments and its various divisions including roadway maintenance, fleet maintenance, signs and markings, sanitation, recycling and landfill operations.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Continued with landfill closure plan and conversion to transfer station
- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Completed implementing town-wide regulatory and warning sign replacement
- Continued improvements to workplace safety programs and employee training
- Assist with blight remediation
- Continued to meet with Public Works team and composed all meeting agendas each month
- Participated in the interview process for several Town position vacancies
- Worked closely with the Town Manager, Union and legal representatives regarding personnel issues
- Hosted annual Hazardous Waste collection and paper shredding events

OBJECTIVES

- Continue to improve on customer service
- Continue with coordination improvements in all Highway and Sanitation Department Divisions
- Continue to research cost effective strategies in managing all department division budgets

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and contractual raises for AFSCME employees.
- Longevity decreased due to retirement.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Administration	0321

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
244,497	241,291	241,291	8101 Full time salaries	247,318	247,318	6,027	2.50 %
13,200	13,550	13,550	8105 Longevity	12,900	12,900	-650	-4.80 %
257,697	254,841	254,841	OBJECT TOTAL	260,218	260,218	5,377	2.11 %
<u>PROFESSIONAL SVCS</u>							
100	100	100	8202 Dues and Subscriptions	100	100	0	0.00 %
1,852	2,155	2,155	8204 Conferences,Meetings,Training	2,155	2,155	0	0.00 %
2,408	3,150	3,150	8207 Clothing Allowance	3,150	3,150	0	0.00 %
9,266	10,097	10,097	8209 Uniform Rental & Cleaning	10,097	10,097	0	0.00 %
864	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	0	0.00 %
634	644	644	8217 Consultants/Special Contractor	644	644	0	0.00 %
15,125	17,246	17,246	OBJECT TOTAL	17,246	17,246	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
718	720	720	8301 Office Supplies	720	720	0	0.00 %
28	874	874	8310 Other Materials	874	874	0	0.00 %
746	1,594	1,594	OBJECT TOTAL	1,594	1,594	0	0.00 %

273,567	273,681	273,681	TOTAL	279,058	279,058	5,377	1.96 %
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM HIGHWAY OPERATIONS	CODE 322
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EXPLANATION

This program includes all operations relating to the proper maintenance and repair of all Town roads, waterways and rights of way including storm water catch basins.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Completed the construction of Ruth Chaffee School Parking Lot expansion
- Completed the total reconstruction of Judd Avenue
- Constructed new bleacher pad and relocated batting cage at Newington High School
- Completed the total reconstruction of over 800' of bituminous pathway at Martin Kellogg Middle School
- Reconstructed parking lot (phase two) at the Highway Department Facility
- Excavated over 600' of deteriorated sidewalk on Brace Road including top soil and driveway apron repairs
- Completed the mill and overlay of the following roads: Church Terrace, Bridle Path, Meadow Street (partial), Field Street, Vineyard Avenue (partial), Orchard Avenue (partial), Foster Street, Eckert Road, Spur Lane, Deming Street (partial) and Eagle Drive
- Completed biannual vegetation grinding at the Town Landfill
- Completed annual town-wide roadway sweeping program
- Assisted with various evictions and short term property storage
- Completed other various drainage projects town wide
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at Piper Brook and other locations as needed
- Assisted with blight remediation at various locations
- cleanups

OBJECTIVES

- Continue with mill and resurfacing program to promote efficient road maintenance and longevity
- Continue to improve on road reconstruction methods and cost efficiency
- Improve upon waterway maintenance methods and timetables
- Continue with crack seal program to promote roadway longevity

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime increased for contractual AFSCME raises.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Operations	0322

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,190,332	1,234,688	1,234,688	8101 Full time salaries	1,272,326	1,272,326	37,638	3.05 %
27,833	26,494	26,494	8102 Overtime	27,142	27,142	648	2.45 %
12,858	14,784	14,784	8104 Seasonal	14,784	14,784	0	0.00 %
1,231,023	1,275,966	1,275,966	OBJECT TOTAL	1,314,252	1,314,252	38,286	3.00 %
<u>PROFESSIONAL SVCS</u>							
4,459	4,150	4,150	8220 Other Contractual Services	4,150	4,150	0	0.00 %
4,459	4,150	4,150	OBJECT TOTAL	4,150	4,150	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
2,534	3,800	3,800	8302 Technical Supplies	3,800	3,800	0	0.00 %
858	945	945	8303 Uniforms and Clothing	945	945	0	0.00 %
150	150	150	8304 Agricultural Supplies	150	150	0	0.00 %
11,741	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	0	0.00 %
1,241	1,241	1,241	8310 Other Materials	1,241	1,241	0	0.00 %
16,524	18,136	18,136	OBJECT TOTAL	18,136	18,136	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,270	0	0	8402 Technical Equipment	0	0	0	****
1,270	0	0	OBJECT TOTAL	0	0	0	****

1,253,277	1,298,252	1,298,252	TOTAL	1,336,538	1,336,538	38,286	2.95 %
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM SNOW AND ICE CONTROL	CODE 324
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EXPLANATION

The snow and ice control program, which provides funding for the winter maintenance of all Town roads, includes plowing and salting over 100 miles of Town owned roads divided into 14 snowplow routes. The Town budgets for an average of 23 storms per year.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Responded to over twenty snow and ice events totaling 65.40" of snow
- Twice performed major snow removal in the Town Center

OBJECTIVES

- Keep Town roads open during snow and ice storms and provide a safe transportation network for emergency vehicles and motorists
- Utilize Town forces and equipment in an efficient and effective manner
- Continue with improvements to material management utilizing automated plow truck ground speed controls that provide accurate roadway salt applications and eliminate unnecessary material waste

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime increased for contractual AFSCME raises.
- Construction & Maintenance Materials reflects additional salt purchased in prior year (funds transferred from dept. 327).

Function	Activity	Program	Code
Public Works	Highway Department	Snow and Ice Control	0324

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
112,151	157,488	157,488	8102 Overtime	161,264	161,264	3,776	2.40 %
112,151	157,488	157,488	OBJECT TOTAL	161,264	161,264	3,776	2.40 %
<u>PROFESSIONAL SVCS</u>							
879	1,000	1,000	8217 Consultants/Special Contractor	1,000	1,000	0	0.00 %
879	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
3,961	4,000	4,000	8302 Technical Supplies	4,000	4,000	0	0.00 %
318	600	600	8303 Uniforms and Clothing	600	600	0	0.00 %
211,805	169,190	190,190	8306 Constr.& Maintenance Materials	169,190	169,190	-21,000	-11.04 %
5,057	4,297	4,297	8310 Other Materials	4,297	4,297	0	0.00 %
221,142	178,087	199,087	OBJECT TOTAL	178,087	178,087	-21,000	-10.55 %

334,172	336,575	357,575	TOTAL	340,351	340,351	-17,224	-4.82 %
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM TRAFFIC	CODE 325
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EXPLANATION

This program provides funding for maintenance and installation of traffic safety devices (i.e., signs, pavement markings, traffic signals) for town roads

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Completed the blanket replacement of worn out regulatory and warning roadside signs by plow section
- Continued with replacement and repairs to stolen or damaged street name signs
- Completed yellow centerline, stop bar and crosswalk painting as needed Town-wide
- Continue to assist Police Department with traffic control and other departments as needed
- Continue to support Town departments with special event traffic control

OBJECTIVES

- Continue to improve annual roadway marking program
- Continue with in-house production of signage
- Continue with maintenance and improvements to all Town owned traffic light systems

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects contractual AFSCME raises.

Function	Activity	Program	Code
Public Works	Highway Department	Traffic	0325

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
		0	<u>PERSONAL SERVICES</u>				
3,959	3,861	3,861	8102 Overtime	3,958	3,958	97	2.51 %
3,959	3,861	3,861	OBJECT TOTAL	3,958	3,958	97	2.51 %
			<u>PROFESSIONAL SVCS</u>				
17,503	18,000	18,000	8206 Utilities	18,000	18,000	0	0.00 %
1,000	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	0	0.00 %
18,503	19,000	19,000	OBJECT TOTAL	19,000	19,000	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
12,472	12,500	12,500	8302 Technical Supplies	12,500	12,500	0	0.00 %
381	382	382	8303 Uniforms and Clothing	382	382	0	0.00 %
51	250	250	8310 Other Materials	250	250	0	0.00 %
12,903	13,132	13,132	OBJECT TOTAL	13,132	13,132	0	0.00 %

35,366	35,993	35,993	TOTAL	36,090	36,090	97	0.27 %
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM VEHICLES & EQUIPMENT	CODE 327
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EXPLANATION

The Central Repair Garage is responsible for preventative maintenance, emergency repairs, acquisition and disposal for Police, Fire, Ambulance, Dial-A-Ride, Parks and Grounds, Highway and General Government vehicles and equipment along with fueling facility oversight.

HIGHLIGHTS OF FY 2017 – 2018 OPERATION

- Completed new vehicle purchase and setup for various Town departments
- Assisted with the replacement of underground truck lift, 10,000 gallon underground diesel tank and 2,000 gallon underground heating oil tank removal and soil remediation

OBJECTIVES

- Continue to operate an effective in-house repair facility utilizing automated fleet and fuel control software
- Continue with annual training programs to remain current with ever changing technology

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime increased for contractual AFSCME raises.
- Part Time reflects 2016-2017 rates.
- Increase in Technical Supplies is for Snap on Tools Pro Link Scanner Software Updates.
- Motor fuel increase due to new contract pricing and transfer of funds to dept. 324 in prior year to purchase salt.

FUNCTION

Public Works

ACTIVITY

Highway Department

PROGRAM

Vehicles and Equipment

CODE

0327

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
28,501	31,234	31,234	8102 Overtime	32,016	32,016	782	2.50%
10,021	9,090	9,090	8103 Part Time	9,450	9,450	360	3.96%
38,522	40,324	40,324	OBJECT SUBTOTAL	41,466	41,466	1,142	2.83%
<u>PROFESSIONAL SERVICES</u>							
584	475	499	8202 Dues and Subscriptions	584	584	85	17.03%
1,150	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	0	0.00%
1,300	2,400	2,400	8207 Tool Allowance	2,400	2,400	0	0.00%
3,517	3,500	3,500	8212 Equipment Maintenance	3,500	3,500	0	0.00%
64,077	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	0	0.00%
70,628	54,545	54,569	OBJECT SUBTOTAL	54,654	54,654	85	0.16%
<u>MATERIALS & SUPPLIES</u>							
5,335	5,040	5,040	8302 Technical Supplies	6,265	6,265	1,225	24.31%
203,936	215,000	215,000	8307 Equipment Parts	215,000	215,000	0	0.00%
217,714	259,350	238,350	8309 Motor Fuel and Lubricants	305,840	305,840	67,490	28.32%
3,000	3,000	2,976	8310 Other Materials	3,000	3,000	24	0.81%
429,985	482,390	461,366	OBJECT SUBTOTAL	530,105	530,105	68,739	14.90%
<u>CAPITAL OUTLAY</u>							
3,618	0	0	8405 Construction & Maint Equipment	0	0	0	****
3,618	0	0	OBJECT SUBTOTAL	0	0	0	****

542,753	577,259	556,259	TOTAL	626,225	626,225	69,966	12.58%
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	LEAF COLLECTION	328

EXPLANATION

The leaf collection program operates during the months of November and early December consisting of 24 full and part time employees including Parks and Grounds personnel.

HIGHLIGHTS OF FY 2017 - 2018 OPERATION

- Successfully completed several leaf collection passes Town-wide before significant snowfall

OBJECTIVES

- Complete a minimum of two Town-wide collections prior to snowfall in a manner that is cost effective, expedient and efficient

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime increased for contractual AFSCME raises.

Function	Activity	Program	Code
Public Works	Highway Department	Leaf Collection	0328

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
30,755	32,312	32,312	8102 Overtime	33,073	33,073	761	2.36 %
20,884	22,020	22,020	8104 Seasonal	22,020	22,020	0	0.00 %
51,639	54,332	54,332	OBJECT TOTAL	55,093	55,093	761	1.40 %
			<u>MATERIAL & SUPPLIES</u>				
1,799	1,810	1,810	8302 Technical Supplies	1,810	1,810	0	0.00 %
605	625	625	8303 Uniforms and Clothing	625	625	0	0.00 %
2,404	2,435	2,435	OBJECT TOTAL	2,435	2,435	0	0.00 %

54,044	56,767	56,767	TOTAL	57,528	57,528	761	1.34 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2017-2018 <u>Authorized</u>	2018-2019 <u>Requested</u>	2018-2019 <u>Proposed</u>	2018-2019 <u>Approved</u>
Landfill Attendant/Maintainer (PT)	0.4	0.4	0.4	
Sanitation Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	0.9	0.9	0.9	
Total Overtime	40	40	40	

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	REFUSE COLLECTION	351

EXPLANATION

This program provides for weekly curbside refuse pickup from private residences of three-family or less. Included are town-owned buildings, schools and weekly refuse pickup from those condominium complexes which have petitioned for Town service. Collections are made by two (2) private haulers under contract with the Town.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Approximately 9,297 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, including Town buildings and schools
- Continued with a separate curbside collection of over-sized waste for independent dwelling units and condominium complexes

OBJECTIVES

- Ensure that refuse collection services operate in a smooth, consistent and efficient manner

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual reflects slight increase in tonnage for curbside refuse collection.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Refuse Collection	0351

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
802,655	813,301	813,301	8220 Other Contractual Services	814,340	814,339	1,038	0.13 %
802,655	813,301	813,301	OBJECT TOTAL	814,340	814,339	1,038	0.13 %
			<u>MATERIAL & SUPPLIES</u>				
20,661	9,800	9,800	8302 Technical Supplies	9,800	9,800	0	0.00 %
20,661	9,800	9,800	OBJECT TOTAL	9,800	9,800	0	0.00 %

823,316	823,101	823,101	TOTAL	824,140	824,139	1,038	0.13 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	REFUSE DISPOSAL	352

EXPLANATION

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes where Town service is provided, public schools, and other Town-owned facilities. Also included in this account are funds associated with the processing and disposal of vegetative waste at the Town's landfill.

MAJOR BUDGET CHANGES AND COMMENTARY

- Slight increase in Overtime for contractual AFSCME raises.
- Part Time reflects 2016-2017 rates.
- Other Contractual Services increased due to trash disposal cost increases

Function	Activity	Program	Code
Public Works	Solid Waste Services	Refuse Disposal	0352

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
51	1,832	1,832	8102 Overtime	1,876	1,876	44	2.40 %
28,339	29,013	29,013	8103 Part Time	29,013	29,013	0	0.00 %
28,391	30,845	30,845	OBJECT TOTAL	30,889	30,889	44	0.14 %
<u>PROFESSIONAL SVCS</u>							
670,422	794,347	794,347	8220 Other Contractual Services	834,298	834,298	39,951	5.03 %
670,422	794,347	794,347	OBJECT TOTAL	834,298	834,298	39,951	5.03 %
<u>MATERIAL & SUPPLIES</u>							
4	500	500	8310 Other Materials	500	500	0	0.00 %
4	500	500	OBJECT TOTAL	500	500	0	0.00 %

698,816	825,692	825,692	TOTAL	865,687	865,687	39,995	4.84 %
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FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM RECYCLING	CODE 353
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EXPLANATION

This program provides funding for the collection and disposal of designated recyclable materials. Recyclables are collected curbside from residential dwelling units including condominiums, town buildings, public schools and the Town Landfill.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Collected approximately 3,000 tons of recyclables

OBJECTIVES

- Continue to increase recycling rates utilizing single stream collection methods along with additional statewide product stewardship initiatives

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Works	Solid Waste Services	Recycling	0353

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
386,154	434,169	434,169	8220 Other Contractual Services	434,169	434,169	0	0.00 %
386,154	434,169	434,169	OBJECT TOTAL	434,169	434,169	0	0.00 %

386,154	434,169	434,169	TOTAL	434,169	434,169	0	0.00 %
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COMMUNITY PLANNING AND DEVELOPMENT

420 PLANNING AND DEVELOPMENT

430 TOWN PLAN AND ZONING COMMISSION

440 ZONING BOARD OF APPEALS

450 BUILDING DEPARTMENT

460 CONSERVATION COMMISSION

470 ECONOMIC DEVELOPMENT

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

PERSONNEL SUMMARY

	2017-2018 <u>Authorized</u>	2018-2019 <u>Requested</u>	2018-2019 <u>Proposed</u>	2018-2019 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Planning and Development</u>				
Town Planner	1.0	1.0	1.0	
Zoning Enforcement Officer/Assistant Town Planner	1.0	1.0	1.0	
Administrative Secretary II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	3.0	3.0	3.0	
<u>Building Department</u>				
Building Official	1.0	1.0	1.0	
Assistant Building Official	1.0	1.0	1.0	
Assistant Building Official (PT)	0.3	0.3	0.0	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	2.8	2.8	2.5	
<u>Town Planning and Zoning</u>				
Recording Clerk (PT)	1.0	1.0	1.0	
<u>Zoning Board of Appeals</u>				
Recording Clerk (PT)	1.0	1.0	1.0	
<u>Conservation Commission</u>				
Recording Clerk (PT)	1.0	1.0	1.0	
<u>Economic Development</u>				
Recording Clerk (PT)	1.0	1.0	1.0	
Economic Director (Retainer)	1.0	1.0	1.0	

EXPLANATION

The Planning and Development Department provides information to the general public in the area of land use and development, as well as professional services and clerical support to town staff, land use boards, and elected and appointed officials, as follows:

- Professional and clerical support to the Town Plan and Zoning Commission, the Zoning Board of Appeals, the Economic Development Commission, the Affordable Housing Monitoring Agency, the Open Space Committee, and other committees as assigned by the Town Manager.
- Planning services to the Town Council and the Town Manager by providing short-range and long-range perspective on development opportunities.
- Zoning enforcement.
- Blight enforcement.
- Project management for special projects as assigned by the Town Manager; currently includes Phase VI of the Town Center Streetscape Project (Constance Leigh and Lowrey Place).
- Grant writing and management as assigned by the Town Manager; currently includes Phase VI of the Town Center Streetscape Project and the on-going HUD-funded residential rehab program.

HIGHLIGHTS OF CY 2017 OPERATIONS

- Prepared 4 grant applications (one STEAP grant for Town Center Streetscape Phase VII, two Responsible Growth/TOD applications, and one Community Connectivity application for Garfield Street).
- Oversaw development of the Town's 2017 MS4 Stormwater Management Plan.
- Reviewed and made recommendations on approximately 44 TPZ site plan, special permit, use permit and text amendment applications.
- Acted upon 136 zoning violations.
- Reviewed 336 zoning permit applications.
- Issued 22 Certificates of Zoning Compliance.
- Acted upon 112 Blighted Premises complaints.

OBJECTIVES FOR FY 2018-2019

- Continue to coordinate the Alumni Road/Maple Hill Avenue Traffic Signal project.
- Complete the Town Center Streetscape Project Phase VI (Constance Leigh Drive).
- Continue to oversee Residential Rehabilitation grant program.
- Continued with implementation of the recommendations of the 2016 Road Safety Audit prepared by CT DOT.
- Begin preparation for the 2030 Plan of Conservation and Development.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and contractual raises for AFSCME employees.

Function Community Planning & Developmt	Activity Planning and Development	Program Planning and Development	Code 0420
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2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
215,949	215,209	215,209	8101 Full time salaries	218,512	218,512	3,303	1.53 %
215,949	215,209	215,209	OBJECT TOTAL	218,512	218,512	3,303	1.53 %
			<u>PROFESSIONAL SVCS</u>				
597	647	681	8202 Dues and Subscriptions	647	647	-34	-4.99 %
415	515	515	8204 Conferences,Meetings,Training	515	515	0	0.00 %
0	50	50	8216 Printing and Binding	50	50	0	0.00 %
1,012	1,212	1,246	OBJECT TOTAL	1,212	1,212	-34	-2.73 %
			<u>MATERIAL & SUPPLIES</u>				
199	250	216	8301 Office Supplies	250	250	34	15.74 %
0	100	100	8310 Other Materials	100	100	0	0.00 %
199	350	316	OBJECT TOTAL	350	350	34	10.76 %
			<u>CAPITAL OUTLAY</u>				
775	0	0	8406 Office Equipment	0	0	0	****
775	0	0	OBJECT TOTAL	0	0	0	****

217,935	216,771	216,771	TOTAL	220,074	220,074	3,303	1.52 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	TOWN PLAN & ZONING COMMISSION	430

EXPLANATION

The Town Plan and Zoning (TPZ) Commission is authorized by state statute (CGS 8-2, 8-3, 8-19, 8-23 and 8-25) and the Newington Town Charter to establish land use policies and procedures. The Commission has seven members and three alternates appointed by the Town Council and is responsible for the following:

- Review and approve/deny all plans for commercial and residential development in the Town of Newington;
- Prepare and adopt a Plan of Conservation and Development every ten years;
- Adopt Subdivision Regulations and Zoning Regulations to manage future growth; and
- Pursuant to Connecticut General Statutes §8-24, review proposed public improvements and render reports to the Town Council.

HIGHLIGHTS OF CY 2017 OPERATIONS

- Adopted 5 zoning and subdivision regulation revisions, including creation of the Open Space Zone and revision of Temporary Sign Regulations.
- Approved 79,414 square feet of new commercial construction.
- Approved 18 special permits.

OBJECTIVES FOR FY 2018-2019

- Process all subdivision and zoning petitions in a timely and proper manner, respecting the rights and expectations of all citizens while promoting appropriate growth and economic development.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time decreased to reflect trend.

Function	Activity	Program	Code
Community Planning & Developmt	Town Planning & Zoning	Town Plan & Zoning Comm.	0430

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
8,712	9,807	9,807	8103 Part Time	9,492	9,492	-315	-3.21 %
8,712	9,807	9,807	OBJECT TOTAL	9,492	9,492	-315	-3.21 %
<u>PROFESSIONAL SVCS</u>							
6,553	7,500	7,275	8201 Public Notification	7,500	7,500	225	3.09 %
244	200	200	8204 Conferences,Meetings,Training	200	200	0	0.00 %
48	0	0	8220 Other Contractual Services	0	0	0	****
6,844	7,700	7,475	OBJECT TOTAL	7,700	7,700	225	3.01 %
<u>MATERIAL & SUPPLIES</u>							
0	50	275	8310 Other Materials	50	50	-225	-81.82 %
0	50	275	OBJECT TOTAL	50	50	-225	-81.82 %

15,556	17,557	17,557	TOTAL	17,242	17,242	-315	-1.79 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	ZONING BOARD OF APPEALS	440

EXPLANATION

The Zoning Board of Appeals has five regular and three alternate members, all appointed by the Town Council. Its power and duties are defined in the Connecticut General Statutes §8-6 and include hearing petitions from property owners seeking relief from the zoning regulations, and appeals decisions made by the Zoning Enforcement Officer. The Zoning Enforcement Officer provides administrative and technical assistance to the Board.

HIGHLIGHTS OF CY 2017 OPERATIONS

- The ZBA received and acted on no applications for variances, and three ZEO appeals this calendar year.

OBJECTIVES FOR 2018-2019

- Provide relief to property owners in unusual situations where "exceptional difficulty or unusual hardship" would result from the strict enforcement of the zoning regulations, and from errors made by the Zoning Enforcement Officer.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2016-2017 rates.
- Public Notification increased to reflect trend.

Function Community Planning & Developmt	Activity Zoning Board of Appeals	Program Zoning Board of Appeals	Code 0440
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2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,230	1,462	1,462	8103 Part Time	1,477	1,477	15	1.03 %
1,230	1,462	1,462	OBJECT TOTAL	1,477	1,477	15	1.03 %
			<u>PROFESSIONAL SVCS</u>				
1,107	900	900	8201 Public Notification	1,200	1,200	300	33.33 %
1,107	900	900	OBJECT TOTAL	1,200	1,200	300	33.33 %
			<u>MATERIAL & SUPPLIES</u>				
13	13	13	8301 Office Supplies	13	13	0	0.00 %
0	13	13	8310 Other Materials	13	13	0	0.00 %
13	26	26	OBJECT TOTAL	26	26	0	0.00 %

2,350	2,388	2,388	TOTAL	2,703	2,703	315	13.19 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	BUILDING DEPARTMENT		450

EXPLANATION

The Building Department, responsible for reviewing plans, specifications and inspections of all building construction in Town, is staffed by professionals licensed by the Department of Public Safety. Three administrative members of the staff are licensed Building Officials and are qualified to review and inspect concrete work, steel construction, plumbing, heating, electrical, HVAC systems, sprinkler systems and the work of all other related trades. The Department is also responsible for the following:

- Enforcement Officers for the Newington Housing Code, Administrative Officers for Fair Rent Commission, Building Code Board of Appeals, and Vehicle Appeals Board;
- Interacting with the Director of Planning and Development, Town Engineer, Fire Marshal and Health District from the plan review stage through construction inspections and the issuance of Certificates of Occupancy; and
- Interacting with Human Services, Town Assessor, Tax Collector, Police and Fire Department for assistance.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- During the first 6 months of fiscal year of 2017-18, the Building Department received 1039 applications, issued 15 Certificates of Occupancy and conducted 1102 field inspections.
- A Building Permit was issued for the tenant fit-out for the Hartford Health Care Rehabilitation Network to be located at 40 Fenn Road.
- A Certificate of Occupancy was issued for the Goddard School located at 320 Alumni Road.
- A Building Permit was issued for Party City located at 3091 Berlin Turnpike.
- A Building Application was applied for and is under review for the Chick-fil-A Restaurant at 3240 Berlin Turnpike.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2016-2017 rates and contractual raises for AFSCME employees.
- Part Time has been eliminated.
- Other Contractual Services was added for consultants as needed.

Function Community Planning & Developmt	Activity Building Department	Program Building Department	Code 0450
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2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
183,624	181,214	181,214	8101 Full time salaries	184,016	184,016	2,802	1.55 %
22,306	23,784	23,784	8103 Part Time	23,784	0	-23,784	0.00 %
850	950	950	8105 Longevity	1,000	1,000	50	5.26 %
206,780	205,948	205,948	OBJECT TOTAL	208,800	185,016	-20,932	-10.16 %
<u>PROFESSIONAL SVCS</u>							
290	835	835	8202 Dues and Subscriptions	835	835	0	0.00 %
0	100	100	8203 Transportation	100	100	0	0.00 %
290	600	600	8204 Conferences,Meetings,Training	600	600	0	0.00 %
295	500	500	8207 Clothing Allowance	500	500	0	0.00 %
150	0	0	8220 Other Contractual Services	0	15,000	15,000	****
1,025	2,035	2,035	OBJECT TOTAL	2,035	17,035	15,000	737.10 %
<u>MATERIAL & SUPPLIES</u>							
213	300	300	8301 Office Supplies	300	300	0	0.00 %
945	950	950	8310 Other Materials	950	950	0	0.00 %
1,158	1,250	1,250	OBJECT TOTAL	1,250	1,250	0	0.00 %

208,963	209,233	209,233	TOTAL	212,085	203,301	-5,932	-2.84 %
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EXPLANATION

The Conservation Commission, comprised of seven members and three alternate members appointed by the Town Council for terms of four years, and is charged with the responsibility of advising and making recommendations to the Manager, the Council and other boards and commissions of the Town regarding the development and conservation of natural resources. The Commission has been designated as the local regulatory agency for the Inland Wetland and Water Courses Act. It is responsible for reviewing proposed construction activities within a wetland, watercourse or within the 100-foot upland review area. Additionally, the Commission makes recommendations to the Zoning Commission, Town Planning Commission, Economic Development Commission, Town Council, etc. on matters such as open space development, plan of conservation development, and conservation easements.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Implemented the administrative wetland permits program.
- Implemented the Wetland Agent review and approval process (Administration).
- Attended annual CACIWC conference (Commissioners Clark, Bachand and Paskevich)
- Attended DEEP wetland seminar on Legal & Administrative updates (Former Staff Agent Chris Greenlaw - Town Engineer).
- Attended the 2017 SCS Winter Conference (Erik Hinckley and John DiMaria).
- Increased number of applications resulting in a greater number of meetings, longer duration meetings and applications requiring greater staff and Agent participation, both in the office and field.

OBJECTIVES

- Review and establish policies related to conservation of Town's natural resources authorized under State Statute.
- Maintain, catalogue and update maps (as amended) for regulated wetland areas within the Town of Newington.
- Research and review wetland map amendments.
- Adopt the "Official Inland Wetlands Map"
- Ensure that construction activities located within regulated areas do not negatively impact wetlands or water courses.
- Update wetlands regulations to be consistent with DEEP's model regulations.
- Coordinate public hearing(s).
- Attend DEEP training program for Municipal Inland Wetlands Agents.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2016-2017 rates.

Function	Activity	Program	Code
Community Planning & Developmt	Conservation Commission	Conservation Commission	0460

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
2,884	3,600	3,600	8103 Part Time	3,661	3,661	61	1.69 %
2,884	3,600	3,600	OBJECT TOTAL	3,661	3,661	61	1.69 %
			<u>PROFESSIONAL SVCS</u>				
1,191	1,043	1,043	8201 Public Notification	1,043	1,043	0	0.00 %
60	120	120	8202 Dues and Subscriptions	120	120	0	0.00 %
150	300	170	8204 Conferences,Meetings,Training	300	300	130	76.47 %
1,401	1,463	1,333	OBJECT TOTAL	1,463	1,463	130	9.75 %
			<u>MATERIAL & SUPPLIES</u>				
0	25	155	8301 Office Supplies	50	50	-105	-67.74 %
0	25	155	OBJECT TOTAL	50	50	-105	-67.74 %

4,285	5,088	5,088	TOTAL	5,174	5,174	86	1.69 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	471

EXPLANATION

The Economic Development Program promotes the orderly growth of the business and industrial resources of the town. The Economic Development Director works with the Town Manager, Town Planner, Economic Development Commission, Town Council, Town Plan and Zoning Commission, local businesses, private developers and business-oriented groups to achieve this goal.

HIGHLIGHTS OF FY 2017-2018 OPERATIONS

- Orchestrated activities directed at major development initiatives.
- Provided assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assisted businesses interested in expanding within, or relocating to, Newington.
- Prepared economic data as requested.
- Supported the activities of the Economic Development Commission.

OBJECTIVES FOR FY 2018-2019

- Direct/coordinate activities to advance progress of major development initiatives.
- Provide assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assist businesses interested in expanding within, or relocating to, Newington.
- Prepare economic data as requested.
- Support the activities of the Economic Development Commission.

MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions increased to reflect change from Loopnet subscription to Costar subscription. There was an increase halfway through the prior year that was funded with a transfer from dept. 472.

Function	Activity	Program	Code
Community Planning & Developmt	Economic Development	Development Director	0471

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
959	959	1,435	8202 Dues and Subscriptions	959	1,911	476	33.17 %
90,960	90,960	90,960	8220 Other Contractual Services	90,960	90,960	0	0.00 %
91,919	91,919	92,395	OBJECT TOTAL	91,919	92,871	476	0.52 %

91,919	91,919	92,395	TOTAL	91,919	92,871	476	0.52 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT COMMISSION	472

EXPLANATION

The economic development function is responsible for planning, organizing and administering an Economic Development Program, which promotes the orderly growth of the business and industrial resources of the Town. The Economic Development Director and Town Planner provide administrative and technical support to the Commission. The Development Commission, comprised of nine members appointed by the Town Council, is charged with and responsible for the following:

- Conducting research into the economic conditions and trends of the Town;
- Making recommendations to appropriate officials and agencies regarding actions to improve Newington's economic condition and development;
- Coordinating the activities of and cooperating with unofficial bodies organized to promote such economic development.

HIGHLIGHTS OF FY 2017-2018 OPERATIONS

- Reviewed the activities of the Economic Development Director and provided useful input.
- Planned an Economic Development Training event for Municipal Officials.
- Reviewed development proposals for the National Welding Site and endorsed a hotel/parking concept.
- Commented on various development issues, including temporary signs and community directory signs.

OBJECTIVES FOR 2018-2019

- Provide continued input to the Economic Development Director.
- Raise topics of interest or concern regarding Economic Development opportunities and challenges.
- Co-host additional event(s) targeted to the business community.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects transfer to dept. 471 in prior year to cover Costar subscription.

Function	Activity	Program	Code
Community Planning & Developmt	Economic Development	Development Commission	0472

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,488	1,326	1,326	8103 Part Time	1,339	1,339	13	0.98 %
1,488	1,326	1,326	OBJECT TOTAL	1,339	1,339	13	0.98 %
			<u>PROFESSIONAL SVCS</u>				
0	1,000	524	8220 Other Contractual Services	1,000	1,000	476	90.84 %
0	1,000	524	OBJECT TOTAL	1,000	1,000	476	90.84 %

1,488	2,326	1,850	TOTAL	2,339	2,339	489	26.43 %
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PUBLIC HEALTH

511 HEALTH SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	HEALTH SERVICES		511

EXPLANATION

Effective July 1, 2006, the Town of Newington became a member of the Central Connecticut Health District (CCHD), which also includes the Towns of Berlin, Wethersfield, and Rocky Hill. The district-wide services include environmental health, community health, and emergency preparedness for the Town's residents.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects an expected increase in the annual per capita membership fee charged to towns.

Function	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
161,096	175,973	175,973	8220 Other Contractual Services	175,973	184,772	8,799	5.00 %
161,096	175,973	175,973	OBJECT TOTAL	175,973	184,772	8,799	5.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	807	807	8302 Technical Supplies	807	807	0	0.00 %
0	0	0	8310 Other Materials	0	0	0	****
0	807	807	OBJECT TOTAL	807	807	0	0.00 %

161,096	176,780	176,780	TOTAL	176,780	185,579	8,799	4.98 %
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COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS

FUNCTION	ACTIVITY	PROGRAM SUMMARY	CODE 600
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>	<u>2018-2019 Approved</u>
<u>Human Services</u>				
Director of Human Services	1.0	1.0	1.0	
Youth Services/Clinical Casework Coord.	1.0	1.0	1.0	
Human Services Coordinator	1.0	1.0	1.0	
Social Worker II	1.0	1.0	1.0	
Youth Services Coordinator	1.0	1.0	1.0	
Youth Worker (PT)	0.5	0.5	0.5	
Administrative Secretary I	1.0	1.0	1.0	
Administrative Secretary (PT)	0.4	0.4	0.4	
Social Worker (PT)	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	
Total	7.0	7.0	7.0	
<u>Senior and Disabled Center</u>				
Senior and Disabled Center Director	1.0	1.0	1.0	
Program Coordinator	1.0	1.0	1.0	
Administrative Coordinator	1.0	1.0	1.0	
Social Worker I	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Elderly Worker	1.0	1.0	1.0	
Clerical (PT)	0.5	0.5	0.5	
Special Olympics Coordinator (PT)	0.1	0.1	0.1	
Morning Set-up Person (PT)	0.5	0.5	0.5	
Program Assistant-Deaf Programs (PT)	0.1	0.1	0.1	
Nurse (PT)	0.2	0.2	0.2	
Congregate Meal Site Manager (PT)*	0.5	0.5	0.5	
Head Dial-A-Ride Driver	1.0	1.0	1.0	
Dial-A-Ride Driver (PT)	1.5	1.5	1.5	
Sub. Dial-A-Ride Driver	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	
	10.5	10.5	10.5	
<u>Comm. On Aging and Disabled</u>				
Recording Clerk (PT)	1.0	1.0	1.0	

* This position was changed during FY2017-2018 to a Part Time position. It was previously a Contractual position with CRT.

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	HUMAN SERVICES		610

EXPLANATION

The Human Services Department is responsible for a comprehensive approach to planning, management, coordination and the delivery of private and public human service programs for children, youth, adults, elderly, people with disabilities and their families. Service areas include: information and referral; early childhood development; prevention and positive youth and family development, adventure based learning opportunities to develop team building, leadership and empowerment skills for youth, community and parent education, health and mental health information, service and referrals, crisis intervention, social casework, and counseling, emergency shelter, housing and basic needs assistance, assistance with entitlement programs, health insurance, Medicare counseling, disability applications and other benefit programs. State grants, private contributions and fees fund some Human Service programs.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- During FY 2016-2017, positive youth development remained stable at approximately 3,300 program registrants, with some students duplicated. The Newington Outdoor Challenge Ropes Course continued to offer dynamic programming to Newington youth and outside groups including other town youth service agencies and numerous college/university, business and school groups.
- The Department provided prevention/education programs with topics including mental health first aid, a collaborative Conference on Hoarding and other mental health topics with a combined attendance of over 500 individuals. The Youth and Family Counseling program offered a support group for older adults dealing with life after loss. Youth and Family Counseling handled an average of 12 cases per month with counseling topics including issues such as family conflict, divorce/separation, death, depression, suicidal ideation and suicide, substance abuse, child neglect/abuse, relationships.
- In FY16-17, the Juvenile Review Board, a partnership of police, schools, court, DCF and human services received and acted on 15 referrals.
- Staff handled another increase with 11,559 information/referral requests FY 16-17, up from 10,906 the prior year.
- During FY 16-17, households were assisted with a variety of basic needs that include the Food Bank (1,638 visits/7,786 bags), Outdoor Market (1,403 visits), Clothing Closet (289 visits/409 bags), Holiday Food, Toy and Gift Program (401 households/831 individuals) and Special Needs (104 households) funding requests. Economic hardship continues to effect many residents. An increase from 74 households to 85 households were awarded Operation Fuel grants increasing from \$29,005 to \$34,614 in energy assistance. Newington HAT (Hunger Action Team) started a new program this past summer- known as Newington Got Lunch- where qualified households with school aged children were delivered a bag of food to supplement the loss of free or reduced school lunches over the summer. This program served 57 households and 110 kids.
- Over 200 volunteers and 2 college field placement interns provided thousands of service hours assisting with the Food Bank, Outdoor Market, Clothing Closet, Holiday Programs and office assistance. Volunteers are essential for the operation of these services.
- Social work services averaged about 96 cases monthly, representing 1,912.5 service hours with a slight increase in service hours due to complexity of cases. Many of these situations are quite multifaceted, requiring multiple appointments and resources/services. Seniors, adults and families presented a variety of issues including financial problems, unemployment, underemployment, chronic illness, neglect/abuse, domestic conflict/violence, substance abuse, health, mental health and safe home referrals among many others. We work closely with the police, fire, school, Senior & Disabled Center, Health and others regarding at-risk and emergency situations.
- A new service to the community was initiated -known as Wellness Wednesdays. On the first Wednesday of every month a wellness topic of interest to the community as a whole was and will be offered. The series started with a riveting presentation on Laughter: the RX for survival in October, followed by Nutrition and Yoga a key to Wellness in November, and Financial Wellness and how we can be smarter about our \$ in December. The series has been very successful with 12 to 70 attendees at each session.
- Through our leadership, the Hoarding Working Group held a third annual conference May, 2017. Carol LaBrecque was appointed to the Statewide Task Force on Hoarding.
- The Newington Safe Homes Task Force which is comprised of town staff from Human Services, Fire, Police, Animal Control, Zoning Enforcement, Senior & Disabled Center, Town Manager, Building and Health continues to work together toward a cooperative and coordinated approach to resolution of situations that have been identified with safety concerns either as a result of code violations, insufficient financial resources, insufficient care for frail family members or animals.
- Director Futoma announced her retirement effective June 28, 2017 after 32 years of service. Carol LaBrecque was appointed Director of Human Services and Pamela Wassik was promoted to Financial Casework Coordinator.

OBJECTIVES

- Reviewing and offering programs/services to insure human service needs of Newington residents are addressed and enhanced in a cost effective manner.
- Continue to develop professional competencies for staff and enhance staff support.
- Provide information, basic need and emergency assistance, casework, counseling, crisis intervention and positive development programs to all ages while enhancing mental health community education/training opportunities.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries decreased due to change in personnel. Included are Administrative salaries at 2016-2017 rates and AFSCME contractual increases.
- Contributions and Subsidies reflects planned contributions for the year.
- Other Materials increased to reflect additional needs for yurt and challenge course structures and maintenance.

Function	Activity	Program	Code
Community Services	Human Services	Human Services	0610

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
392,014	384,405	384,405	8101 Full time salaries	370,567	370,567	-13,838	-3.60 %
24,611	38,915	38,915	8103 Part Time	38,915	38,915	0	0.00 %
22,233	10,500	10,500	8104 Seasonal	10,500	10,500	0	0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
439,858	434,820	434,820	OBJECT TOTAL	420,982	420,982	-13,838	-3.18 %
<u>PROFESSIONAL SVCS</u>							
698	773	773	8202 Dues and Subscriptions	773	773	0	0.00 %
0	100	100	8203 Transportation	100	100	0	0.00 %
3,064	3,495	3,495	8204 Conferences,Meetings,Training	3,495	3,495	0	0.00 %
453	690	690	8212 Equipment Maintenance	690	690	0	0.00 %
280	420	420	8216 Printing and Binding	420	420	0	0.00 %
10,603	5,083	5,083	8217 Consultants/Special Contractor	5,083	5,083	0	0.00 %
1,500	4,100	4,100	8218 Contributions and Subsidies	2,900	2,900	-1,200	-29.27 %
5,593	6,000	6,000	8225 Special Needs	6,000	6,000	0	0.00 %
22,190	20,661	20,661	OBJECT TOTAL	19,461	19,461	-1,200	-5.81 %
<u>MATERIAL & SUPPLIES</u>							
448	600	600	8301 Office Supplies	600	600	0	0.00 %
2,370	2,408	2,408	8310 Other Materials	2,800	2,800	392	16.28 %
2,818	3,008	3,008	OBJECT TOTAL	3,400	3,400	392	13.03 %
<u>CAPITAL OUTLAY</u>							
239	0	0	8406 Office Equipment	0	0	0	****
239	0	0	OBJECT TOTAL	0	0	0	****

465,106	458,489	458,489	TOTAL	443,843	443,843	-14,646	-3.19 %
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FUNCTION FUNCTION	ACTIVITY ACTIVITY	PROGRAM PROGRAM	CODE CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	CENTER OPERATION	644

EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center offers a comprehensive range of programs and services including recreation, social, health, education, transportation, nutrition and social services, either directly or through partnerships in the community to promote wellness and independence.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Served more than 3000 people through programs and services including health and fitness, life long learning, information and referral, case management, recreation, and social programs. New programs include Trips and Travel, Veteran's Coffee Hour and workshops.
- Continued to offer the Aging Mastery Program, Matter of Balance and LiveWell Chronic Disease Self-Management and Diabetes Self-Management in English and in ASL, the only site to do so. Also continued to provide leadership and participate in the expanded LGBT Moveable Senior Center.
- Participated as one of three communities selected through a competitive process in the Department of Social Services Care Through Community Leadership group, developing a partner network in Newington to improve access to long term services and supports.
- The Center's 75 registered volunteers contributed more than 7,500 hours of dedicated service.
- Continued to develop health and wellness programs focusing on prevention and education, using collaborative partners. This included WISE, an intergenerational program with CCSU.
- Through a major grant from Jefferson House Institute continued to coordinate the Matter of Balance program within a five town region and developed collaborative relationships with public health to expand.
- Expanded the "Giving Garden", a volunteer initiative to grow organic produce for Food Pantry beneficiaries with the construction of a blueberry patch and expanded perennial and herb beds.
- Continued to seek collaborative partners within the community and region to enhance capacity for programs and services.
- Continued collaborative efforts with other Town departments including the annual "Safety Picnic" with the Newington Police Department.
- In addition to assisting residents with access to programs including Medicare Part D, Medicare Savings Program, Meals on Wheels, Renters Rebate and Energy Assistance and MyPlaceCT, provided income tax filing, shredding and fraud prevention activities.
- Continued focus on preventative maintenance, safety and general ambiance of facility.

OBJECTIVES

- Continue to address the goals developed through strategic planning.
- Continue to meet the increasing basic needs and quality of life issues for a growing older population, as the complexity of needs increases due to a shift away from institutional to home and community based care.
- Work to develop transitional programs for younger seniors as well as frail older adults.
- Continue to assess the needs and interests of senior and disabled residents, especially boomers, and offer meaningful programs.
- Continue to develop partnerships to maximize efficiency, impact and range of services.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects change in personnel for Program Coordinator. Included are Administrative salaries at 2016-2017 rates and AFSCME contractual increases.
- Part Time now includes Congregate Meal Site Manager position, previously contracted to CRT. This means that the funding for Consultants/Special Contractors is no longer needed. Part Time salaries are at 2016-2017 rates.
- Technical Equipment, deferred for two years, has been added back.

Function	Activity	Program	Code
Community Services	Sr. and Dis. Center Services	Center Operation	0644

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
353,370	351,040	351,040	8101 Full time salaries	364,356	364,356	13,316	3.79 %
36,705	41,389	51,284	8103 Part Time	51,522	51,522	238	0.46 %
0	100	100	8105 Longevity	200	200	100	100.00 %
390,075	392,529	402,424	OBJECT TOTAL	416,078	416,078	13,654	3.39 %
			<u>PROFESSIONAL SVCS</u>				
438	438	438	8202 Dues and Subscriptions	438	438	0	0.00 %
400	200	200	8204 Conferences,Meetings,Training	200	200	0	0.00 %
2,273	2,300	2,585	8210 Equipment Rental	2,585	2,585	0	0.00 %
3,285	4,375	4,090	8212 Equipment Maintenance	4,090	4,090	0	0.00 %
1,424	1,465	1,465	8213 Facilities Maintenance	1,465	1,465	0	0.00 %
657	700	700	8216 Printing and Binding	700	700	0	0.00 %
6,649	9,895	0	8217 Consultants/Special Contractor	0	0	0	****
4,373	3,923	3,923	8220 Other Contractual Services	4,073	4,073	150	3.82 %
19,499	23,296	13,401	OBJECT TOTAL	13,551	13,551	150	1.12 %
			<u>MATERIAL & SUPPLIES</u>				
963	800	800	8301 Office Supplies	800	800	0	0.00 %
2,907	3,085	3,085	8302 Technical Supplies	3,085	3,085	0	0.00 %
3,871	3,885	3,885	OBJECT TOTAL	3,885	3,885	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
0	0	0	8402 Technical Equipment	5,995	5,995	5,995	****
0	0	0	OBJECT TOTAL	5,995	5,995	5,995	****

413,445	419,710	419,710	TOTAL	439,509	439,509	19,799	4.72 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	DIAL-A-RIDE	645

EXPLANATION

The Dial-A-Ride program provides essential transportation to senior and disabled residents for medical appointments, shopping, personal business, socialization, special trips and group transportation.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Provided an average of 1,257 trips per month through traditional Dial-A-Ride to an increasingly frail population.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill.
- Networked and collaborated with other providers to look at future options for transportation including mobility management and public-private options and access to CTFastrak

OBJECTIVES

- To continue to coordinate and provide efficient transportation to senior and disabled residents.
- Continue support for continued state funding of medical transportation program.
- To work with other providers to expand options for Newington residents.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes contractual increases for AFSCME employees.
- Part Time reflects 2016-2017 rates.

Function	Activity	Program	Code
Community Services	Sr. and Dis. Center Services	Dial-A-Ride	0645

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
55,952	57,699	57,699	8101 Full time salaries	59,134	59,134	1,435	2.49 %
137	1,000	1,000	8102 Overtime	1,000	1,000	0	0.00 %
69,903	71,500	71,500	8103 Part Time	73,199	73,199	1,699	2.38 %
500	700	700	8105 Longevity	900	900	200	28.57 %
126,492	130,899	130,899	OBJECT TOTAL	134,233	134,233	3,334	2.55 %
<u>PROFESSIONAL SVCS</u>							
0	120	120	8214 Motor Vehicle Maintenance	120	120	0	0.00 %
445	500	500	8216 Printing and Binding	500	500	0	0.00 %
445	620	620	OBJECT TOTAL	620	620	0	0.00 %

126,937	131,519	131,519	TOTAL	134,853	134,853	3,334	2.53 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	COMM. ON AGING & DISABLED	671

EXPLANATION

Created by ordinance in September 1984, this nine member Commission implements policies established by the Town Council relevant to senior and disabled residents, advises the Town Council and other Town agencies on matters affecting the elderly and disabled and exercises policy oversight for Senior and Disabled Center operations and activities.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Actively engaged in Center's Self-Assessment and Accreditation Process
- Provided policy oversight to the Senior and Disabled Center.
- Sponsored volunteer recognition event.

OBJECTIVES

- Continue to work closely with Center staff and provide input for programming and policy oversight.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Services	Boards and Commissions	Commission on Aging & Disabled	0671

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,066	1,055	1,055	8103 Part Time	1,066	1,066	11	1.04 %
1,066	1,055	1,055	OBJECT TOTAL	1,066	1,066	11	1.04 %
			<u>PROFESSIONAL SVCS</u>				
0	500	500	8216 Printing and Binding	500	500	0	0.00 %
1,191	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	0	0.00 %
1,191	1,760	1,760	OBJECT TOTAL	1,760	1,760	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	60	60	8301 Office Supplies	60	60	0	0.00 %
0	60	60	OBJECT TOTAL	60	60	0	0.00 %

2,257	2,875	2,875	TOTAL	2,886	2,886	11	0.38 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	HUMAN RIGHTS COMMISSION	673

EXPLANATION

Created by Article V of the Newington Code of Ordinances, the purpose of the Human Rights Commission is as follows:

- To promote mutual understanding and respect among all racial, religious, ethnic, and other groups.
- To secure equality of treatment of, and opportunity for, all human beings.
- To cooperate with governmental and nongovernmental agencies with organizations having like or kindred functions to those of the commission as it deems necessary or desirable.
- To make such studies in the field of human rights as in the judgment of the commission will aid in effectuating its general purpose.
- To demonstrate to federal or state funding agencies or courts that the Town has an official body which reviews issues or challenges involving compliance with federal and state laws on human rights and which can make recommendations to the Town Council for action.

HIGHLIGHTS OF FY 2016-2017 OPERATION

- The purpose of the Human Rights Commission is to promote understanding and respect among all racial, religious, ethnic and other groups, and to secure equality of, and opportunity for all people.
- Human Rights Commission focused on publicizing their group and their mission and had a booth at the Business Expo in March 2017 and the Waterfall Festival in September.
- They continued to distribute bookmarks and other promotional materials.

OBJECTIVES

- To continue enhancing diversity awareness opportunities within the community.
- To support Human Services Department programs and services.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services increased for funds transferred from account 674 to better reflect use.

Function	Activity	Program	Code
Community Services	Boards and Commissions	Human Rights Commission	0673

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	0	750	8220 Other Contractual Services	750	750	0	0.00 %
0	0	750	OBJECT TOTAL	750	750	0	0.00 %

0	0	750	TOTAL	750	750	0	0.00 %
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FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM YOUTH-ADULT COUNCIL	CODE 674
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EXPLANATION

Created by §2-73 of the Newington Code of Ordinances, the Youth-Adult Council constitutes a board which provides:

- policy advice on the formulation, development and alteration of youth-serving programs of the Human Services Department;
- fosters cooperation and coordination among public and private youth serving agencies;
- promotes voluntary service and assistance for youth programs and enhances communication between youth and adults; and provides programs for community education.

HIGHLIGHTS OF FY 2016-2017 OPERATION

- Supported substance abuse prevention programs through the Local Prevention Council State Grant.
- Sponsored Super Hoop-La Basketball Game with student teams participating from all elementary and middle schools.
- Provided three scholarships for graduating high school students.
- Provided financial support to the NHS Safe Graduation Party and safe driving campaign prior to proms Spring, 2017

OBJECTIVES

- Continue to serve in an advisory capacity to the Human Services Department.
- Continue to support community education and prevention programs.
- Review programs and determine the allocation of Local Prevention Council grant funds.
- Continue to provide scholarships to graduating high school students.

MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractors was reduced and funds moved to account 673 to better reflect use.

Function	Activity	Program	Code
Community Services	Boards and Commissions	Youth-Adult Council	0674

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
6,348	6,393	5,643	8220 Other Contractual Services	5,663	5,663	20	0.35 %
6,348	6,393	5,643	OBJECT TOTAL	5,663	5,663	20	0.35 %

6,348	6,393	5,643	TOTAL	5,663	5,663	20	0.35 %
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LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

FUNCTION LIBRARY	ACTIVITY		PROGRAM SUMMARY	CODE 700
<u>PERSONNEL SUMMARY</u>				
	2017-2018 <u>Authorized</u>	2018-2019 <u>Requested</u>	2018-2019 <u>Proposed</u>	2018-2019 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Administration</u>				
Library Director	1.0	1.0	1.0	
Assistant Library Director	1.0	1.0	1.0	
Librarian II	1.0	1.0	1.0	
<u>Children's Services</u>				
Librarian III	1.0	1.0	1.0	
Librarian I	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	0.1	0.1	0.1	
Library Technician (PT)	1.2	1.2	1.2	
<u>Reference & Community Services</u>				
Librarian III	2.0	2.0	2.0	
Librarian I	2.3	2.3	2.3	
Librarian (PT)	1.3	1.3	1.3	
Library Technician (PT)	1.4	1.4	1.4	
<u>Building</u>				
Maintenance Technician (PT)	0.3	0.3	0.3	
Library Monitor (PT)	0.5	0.5	0.5	
<u>Collection Management</u>				
Librarian III	0.7	0.7	0.7	
Librarian I	0.7	0.7	0.7	
Library Technician (PT)	0.3	0.3	0.3	
<u>Circulation</u>				
Librarian III	0.3	0.3	0.3	
Librarian II	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	0.5	0.0	0.0	
Library Technician (PT)	2.2	2.7	2.7	
Pages (PT)	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>	
	24.2	24.2	24.2	
<u>Seasonal (hours)</u>				
Circulation	473.0	473.0	473.0	

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM ADMINISTRATION	CODE 711
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EXPLANATION

This program provides for management and coordination of all programs and services offered by the Lucy Robbins Welles Library, as well as hosting a number of unallocated department-wide expenses. Technology services are handled directly from this program.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Worked with the Library Board of Trustees, the Library Renovations/Addition Project Building Committee and library consultants to complete the feasibility study for a possible library expansion.
- Due to cuts in the State Library budget, the statewide delivery system was shut down for a month and completely revamped drastically reducing the number of items that can be sent out and delivered to the library. This truly impacts the library's ability to share resources and to request materials for patrons from other libraries.
- Offered free meeting space 1,058 times for in-house use and public groups and 3,826 hours of free conference/study room use.
- Worked with the Friends of the Library on many fundraising efforts, including their two book sales and their Wine and Cheese Social.
- Continued to work with the Library Board on its fundraising efforts, including the Annual 5K Road Race (which celebrated its 21st year) and on a free concert featuring the A Capella vocal band *The Cat's Pajamas* as part of the *George C. Hanel Fine Arts Series*.
- Began circulating *Samsung Galaxy* tablets and WiFi Mobile hotspots for the public.
- Replaced two iPads preloaded with educational apps for younger children in the Children's department.
- Offered one-on-one technology assistance to the public including *Tech Troubleshooting with Teens*, *Tech 4 U* and *Book a Librarian*.
- With the constant use of technology in the library work environment, staff technology training was increased to address questions and concerns about hardware and software being used.
- Participated on the Town Website committee to investigate and choose new website software for the town's website. Redesigned the library's website as part of this project.
- Worked collaboratively with the Director of Educational Technology at the Board of Education on several projects including an *Hour of Code* program at the library and the digitization of the high school yearbooks.
- Worked with the Mid-State Collaborative coordinating summer reading programs and other activities for children, teens and adults.
- Provided free notary services to 212 patrons and continued to send informational packets to all new residents.
- Continued to work with our library consortium to share resources and obtain group purchase plans for cost savings to the library.

OBJECTIVES FOR 2018-2019

- Work with the Library Board of Trustees and the Library Renovations/Addition Project Building Committee toward a future expansion.
- Work with the Library Board of Trustees and the Town to address the needs of the library during the Town Hall Building project.
- Continue to work with the Library Board and Friends of the Library on fundraising efforts.
- Continue to investigate possible uses of new technologies and formats as they arise.
- Investigate software and/or online service to offer wireless printing for the library patrons.
- Oversee the completion of the Library's 2018-2019 Plan of Work.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects Administrative salaries at 2016-2017 rates and AFSCME contractual increases.
- Postage decreased to reflect increased email notification.
- Decrease in Printing and Binding due to reduction in printing.
- Data Services increased slightly due to increased assessment from library consortium off set by decrease in Postage.

Function	Activity	Program	Code
Public Library	Library Operations	Library Administration	0711

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
246,733	243,826	243,826	8101 Full time salaries	249,913	249,913	6,087	2.50 %
2,650	2,950	2,950	8105 Longevity	3,300	3,300	350	11.86 %
249,383	246,776	246,776	OBJECT TOTAL	253,213	253,213	6,437	2.61 %
<u>PROFESSIONAL SVCS</u>							
2,381	2,398	2,398	8202 Dues and Subscriptions	2,415	2,415	17	0.71 %
239	394	394	8203 Transportation	394	394	0	0.00 %
651	1,382	1,382	8204 Conferences, Meetings, Training	1,382	1,382	0	0.00 %
2,475	2,566	2,566	8205 Postage and Shipping	2,366	2,366	-200	-7.79 %
605	650	650	8210 Equipment Rental	650	650	0	0.00 %
140	400	400	8216 Printing and Binding	300	300	-100	-25.00 %
48,884	48,374	48,374	8222 Data Services	48,535	48,535	161	0.33 %
55,374	56,164	56,164	OBJECT TOTAL	56,042	56,042	-122	-0.22 %
<u>MATERIAL & SUPPLIES</u>							
614	628	628	8301 Office Supplies	628	628	0	0.00 %
614	628	628	OBJECT TOTAL	628	628	0	0.00 %
<u>CAPITAL OUTLAY</u>							
3,046	0	0	8406 Office Equipment	0	0	0	****
3,046	0	0	OBJECT TOTAL	0	0	0	****

308,418	303,568	303,568	TOTAL	309,883	309,883	6,315	2.08 %
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FUNCTION
PUBLIC LIBRARY

ACTIVITY
OPERATIONS

PROGRAM
CHILDREN'S SERVICES

CODE
712

EXPLANATION

This program includes the personnel and operating costs for services to younger patrons including reference assistance, program planning and implementation, and maintenance of the book and digital collections.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Bestselling children's author and illustrator Jeff Mack, gave school presentations to 1,198 children in the 3rd through 6th grades in the public schools as part of the *Sliva Young People's Literary Series*.
- Spearheaded a successful winter reading program "*Surf into Reading*" with 82 children reading the equivalent of 2,050 days.
- Spearheaded a successful summer reading program *Build a Better World* with 1,071 children participating.
- Presented 704 educational programs to 24,513 children and their caregivers.
- Staff answered 20,359 reference questions over the year.
- Provided 1,217 free or reduced rate museum and local attraction passes to the public, thanks to the Friends of the Library.
- Collaborating with the Newington High School English Honors Society offered a new program called Book Buddies that paired young children with teens to read together.
- Offered monthly outreach programs to pre-schools and daycares to promote early literacy.

OBJECTIVES FOR 2018-2019

- Maintain the present level of program offerings to preschool and school age children, changing programs to meet needs of the children.
- Continue to provide extensive support services to elementary and middle school students in all areas of the curriculum by offering current print and electronic resources.
- Continue grades K through 4 class field trips to the Library for instruction and educational programs.
- Continue to serve the 5th and 6th grades of Newington by presenting book talks and book discussions at the middle schools.
- Continue monthly outreach to the day care and early childhood centers to support early literacy efforts.
- Increase participation in the summer reading program by continuing to work closely with Newington educators and parents.
- Continue the *Sliva Young People's Literary Series* with another author visit to the schools.
- Continue to be present at school open houses and end of year picnics to promote library services to parents and children.
- Continue to work with other town departments to provide collaborative programming.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-time Salaries per union contract.
- Part-time increased due step increases.

Function	Activity	Program	Code
Public Library	Library Operations	Library Children's Services	0712

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
195,321	206,830	206,830	8101 Full time salaries	212,004	212,004	5,174	2.50 %
61,809	65,613	65,613	8103 Part Time	68,877	68,877	3,264	4.97 %
257,130	272,443	272,443	OBJECT TOTAL	280,881	280,881	8,438	3.10 %
<u>PROFESSIONAL SVCS</u>							
7,549	7,310	7,310	8202 Dues and Subscriptions	7,310	7,310	0	0.00 %
0	94	94	8212 Equipment Maintenance	94	94	0	0.00 %
600	525	525	8216 Printing and Binding	525	525	0	0.00 %
1,743	1,818	1,818	8220 Other Contractual Services	1,818	1,818	0	0.00 %
9,892	9,747	9,747	OBJECT TOTAL	9,747	9,747	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
200	200	200	8301 Office Supplies	200	200	0	0.00 %
350	350	350	8310 Other Materials	350	350	0	0.00 %
550	550	550	OBJECT TOTAL	550	550	0	0.00 %
<u>CAPITAL OUTLAY</u>							
38,663	38,919	38,919	8401 Public Circulation Material	38,919	38,919	0	0.00 %
38,663	38,919	38,919	OBJECT TOTAL	38,919	38,919	0	0.00 %

306,234	321,659	321,659	TOTAL	330,097	330,097	8,438	2.62 %
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EXPLANATION

Services provided under this program include:

- Responses to requests for information and services from the general public and the business community.
- Presentation of adult and teen informational programs on a wide variety of topics to those specific audiences.
- Coordination of Library outreach services to the community.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- The Library website was visited 95,781 times during the year.
- Staff handled 39,834 reference transactions from the public.
- Because of high demand, began offering more hands-on instructional computer classes as well as technology related workshops to the public. Classes included *Word 2013*, *Excel 2013*, *Publisher 2013* and *PowerPoint 2013*. Workshops included *Computer Health Tips*, *Getting to Know Your iPad* and *Smartphone Support*.
- Offered 80 programs to 2,882 teens, including a teen summer reading program, *Teen Life Hack* series, *Career Conversations Panel*, *Comic Book Day*, *Half Day Fun at John Wallace* and many programs that promoted creativity.
- Presented 192 cultural, literature based and educational programs for more than 5,691 adults, including author visits, music concerts, film series, health and wellness series, book discussions and programs that inspired creativity and collaboration.
- Began a new program called *Special Friends*, which brought adults with special needs together to have fun and interact.
- Increased outreach to the community with monthly visits to *Middlewoods*, homebound services and participation at community events.
- Offered an adult winter reading program with 285 participants, reading 1,508 books and an adult summer reading program with 471 participants, who read 3,806 books.

OBJECTIVES FOR 2018-2019

- Continue to offer computer and technology classes as well as one-on-one technology assistance for the public.
- Offer new and varied programs that promote literacy and creativity.
- Explore additional outreach services to assisted living facilities and nursing homes.
- Explore venues for pop-up library as part of outreach services.
- Explore ways to do more collaborative programming with other Town departments.
- Improve and enhance the promotion of the library and its services including its presence on social media.
- Explore new and emerging technologies and train staff on how to use them.
- Continue to offer excellent customer service at public desk.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-time Salaries per union contract.
- Part-time decreased due to personnel changes.
- Increase in Print Dues & Subscriptions for rising cost of reference books is offset by decrease in Collection Management (715) Technical Supplies.

Function Public Library	Activity Library Operations	Program Reference and Community Svcs	Code 0713
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2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
293,701	307,385	307,385	8101 Full time salaries	315,060	315,060	7,675	2.50 %
142,674	143,404	143,404	8103 Part Time	142,249	142,249	-1,155	-0.81 %
436,375	450,789	450,789	OBJECT TOTAL	457,309	457,309	6,520	1.45 %
<u>PROFESSIONAL SVCS</u>							
56,544	56,544	56,544	8202 Dues and Subscriptions	58,544	58,544	2,000	3.54 %
0	300	300	8212 Equipment Maintenance	300	300	0	0.00 %
496	425	425	8216 Printing and Binding	425	425	0	0.00 %
1,168	1,248	1,248	8220 Other Contractual Services	1,248	1,248	0	0.00 %
58,207	58,517	58,517	OBJECT TOTAL	60,517	60,517	2,000	3.42 %
<u>MATERIAL & SUPPLIES</u>							
1,660	1,661	1,661	8301 Office Supplies	1,661	1,661	0	0.00 %
649	225	225	8310 Other Materials	225	225	0	0.00 %
2,309	1,886	1,886	OBJECT TOTAL	1,886	1,886	0	0.00 %
<u>CAPITAL OUTLAY</u>							
131,601	133,451	133,451	8401 Public Circulation Material	133,451	133,451	0	0.00 %
4,973	0	0	8410 Furniture, Fixtures & Equipmnt	0	0	0	****
136,574	133,451	133,451	OBJECT TOTAL	133,451	133,451	0	0.00 %

633,465	644,643	644,643	TOTAL	653,163	653,163	8,520	1.32 %
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EXPLANATION

This account provides for the operation and maintenance of the Library facility.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Front doors were replaced to make the library more energy efficient.
- Lack of adequate parking was a constant challenge throughout the year.
- Balancing the heating and cooling continued to be problematic.
- The air compressor for the Community Room was replaced after it stopped working.
- New exterior doors at the staff entrance were installed to replace doors that were warped and not closing properly.
- New front lawn library sign was installed to replace the existing sign that was rotted and falling apart.
- The old, worn chairs in the teen department were replaced.
- The cleaning service KeeKlean has been working well during the week but been very unreliable on the weekends.
- New outlets and heaters were installed in the public restrooms to prevent ceiling pipes from freezing
- Completed some painting and a number of minor building projects and maintenance upgrades.

OBJECTIVES FOR 2018-2019

- Continue to work with the Facilities Management department to try to find a solution to the heating and cooling issues.
- Continue work on minor repairs and projects that need attention.
- Continue to monitor the facility, handling problems with vandalism, inappropriate behavior and safety in a timely and professional manner.
- Continue to be creative and reuse space when possible to address space issues.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2016-2017 rates.
- Slight increase in Other Contractual Services for licensing of two additional security cameras.

Function	Activity	Program	Code
Public Library	Library Operations	Library Building	0714

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
15,609	17,277	17,277	8103 Part Time	17,448	17,448	171	0.99 %
15,609	17,277	17,277	OBJECT TOTAL	17,448	17,448	171	0.99 %
			<u>PROFESSIONAL SVCS</u>				
51	635	635	8212 Equipment Maintenance	635	635	0	0.00 %
1,320	1,150	1,150	8213 Facilities Maintenance	1,150	1,150	0	0.00 %
1,077	1,362	1,362	8220 Other Contractual Services	1,752	1,752	390	28.63 %
2,447	3,147	3,147	OBJECT TOTAL	3,537	3,537	390	12.39 %
			<u>MATERIAL & SUPPLIES</u>				
140	175	175	8305 Cleaning Supplies	175	175	0	0.00 %
140	175	175	OBJECT TOTAL	175	175	0	0.00 %

18,196	20,599	20,599	TOTAL	21,160	21,160	561	2.72 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM COLLECTION MANAGEMENT	CODE 715
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EXPLANATION

This account provides for the personnel and supplies needed to acquire, catalog, and process all adult, teen, and children's Library books and audiovisual materials and downloadable audio books and e-books.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Selected, ordered and processed 43,958 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a collection of over 174,972 items, plus downloadable media (e-books and audio books).
- Due to demand for electronic media, staff continued to increase downloadable e-books and audio books available through the *Overdrive* online subscription service offered through our Library consortium as well as through other subscription services like *Freegal* and *Hoopla*.
- Continued to weed, shift and move collections when possible to address the space constraints. While the digital collection grew, the print collection in areas like adult fiction, teen non-fiction, children's picture books and large print continued to be used heavily and needed more space. Even with the shifting the shelves are still overcrowded.
- Supervised a corps of 20 weekly volunteers, who in total worked an average of 1,050 hours during the year.
- Due to cuts in funding in the statewide delivery system, the quantity of in-coming and outgoing deliveries was reduced dramatically. Staff modified the packaging of these deliveries based on new guidelines. Even with the reduction, there continued to be backlogs of outgoing items on a regular basis.

OBJECTIVES FOR 2018-2019

- Continue to work with outside agencies to offer job training to disabled persons.
- Continue to use volunteer services where appropriate.
- Continue to work with CT. Library Consortium, The State Library and vendors for discounts in Library supplies.
- Investigate and evaluate e-content vendors and the e-content formats offered, such as downloadable magazines, music and video.
- Continue to address space planning through reorganization, weeding of underutilized materials and obsolete formats.
- Offer a variety of Readers' Advisory services via print and digital services as well as on the library's website, including promoting the summer and winter reading programs for all ages.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-time Salaries per union contract.
- Part Time reflects 2016-2017 rates.
- Technical Supplies was reduced to offset increase in Reference (713) Print Dues & Subscriptions.

Function	Activity	Program	Code
Public Library	Library Operations	Collection Management	0715

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
97,561	100,610	100,610	8101 Full time salaries	103,121	103,121	2,511	2.50 %
14,186	14,524	14,524	8103 Part Time	14,669	14,669	145	1.00 %
111,746	115,134	115,134	OBJECT TOTAL	117,790	117,790	2,656	2.31 %
<u>PROFESSIONAL SVCS</u>							
0	135	135	8212 Equipment Maintenance	135	135	0	0.00 %
500	500	500	8216 Printing and Binding	500	500	0	0.00 %
500	635	635	OBJECT TOTAL	635	635	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
6,133	10,486	10,486	8302 Technical Supplies	8,486	8,486	-2,000	-19.07 %
6,133	10,486	10,486	OBJECT TOTAL	8,486	8,486	-2,000	-19.07 %

118,380	126,255	126,255	TOTAL	126,911	126,911	656	0.52 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CIRCULATION	CODE 716
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EXPLANATION

This account provides for the personnel and supplies to circulate all Library materials, register Library patrons, and retrieve overdue materials.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- During the year 179,705 people visited the library and they checked out over 328,686 items.
- 12,514 people in Newington have library cards.
- Continued to find evidence of stolen library materials both in the adult collection and the children's collection.
- Cash payments service was added to the three self-checkout stations in the library.
- Circulating video games were housed behind the circulation desk due to theft.
- Due to Sunday closings circulation numbers and patrons visits declined.

OBJECTIVES FOR 2018-2019

- Work with the consortium to implement periodic circulation system upgrades.
- Continue to increase the database of patron email addresses for email notification, email blasts and Wowbrary.
- With the addition of RFID and the self-checkouts, look at reassigning duties to meet other needs of the library.
- Continue to offer excellent customer service at public desk.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase Full-time Salaries due to union contract.
- Decrease in Part-time due to personnel changes.

Function	Activity	Program	Code
Public Library	Library Operations	Circulation	0716

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
151,574	156,309	156,309	8101 Full time salaries	160,215	160,215	3,906	2.50 %
165,167	173,730	173,730	8103 Part Time	164,672	164,672	-9,058	-5.21 %
4,731	4,782	4,782	8104 Seasonal	4,967	4,967	185	3.87 %
321,472	334,821	334,821	OBJECT TOTAL	329,854	329,854	-4,967	-1.48 %
<u>PROFESSIONAL SVCS</u>							
0	482	482	8216 Printing and Binding	482	482	0	0.00 %
0	482	482	OBJECT TOTAL	482	482	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
138	1,098	1,098	8302 Technical Supplies	991	991	-107	-9.74 %
138	1,098	1,098	OBJECT TOTAL	991	991	-107	-9.74 %

321,610	336,401	336,401	TOTAL	331,327	331,327	-5,074	-1.51 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	HUBBARD BOOK FUND		730

EXPLANATION

This appropriation represents an authorization to expend the interest earnings, of the Fred Hubbard Library Book Fund, which are reflected in the General Fund Revenues (Account #7022).

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Library	Hubbard Book Fund	Hubbard Book Fund	0730

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
62	30	30	8220 Other Contractual Services	30	30	0	0.00 %
62	30	30	OBJECT TOTAL	30	30	0	0.00 %

62	30	30	TOTAL	30	30	0	0.00 %
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PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION		SUMMARY	800
PERSONNEL SUMMARY			
<u>Positions (in work years)</u>	<u>2017-2018 Authorized</u>	<u>2018-2019 Requested</u>	<u>2018-2019 Proposed</u>
<u>Administration</u>			
Supt. of Parks and Recreation	1.0	1.0	1.0
Recreation Supervisors*	2.0	2.0	2.0
Recreation Program Specialist**	0.0	1.0	1.0
Administrative Secretary I	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
	5.0	6.0	6.0
<u>Parks and Grounds</u>			
Supervisor of Parks, Grounds & Cemeteries***	1.0	1.0	1.0
Groundskeeper Foreperson	1.0	1.0	1.0
Groundskeeper IV	1.0	1.0	1.0
Groundskeeper II	1.0	1.0	1.0
Groundskeeper I	8.0	8.0	8.0
Parks Mechanic II	1.0	1.0	1.0
Town Center Maintainer (Beautification Worker) (PT)	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>
	13.3	13.3	13.3
<u>Cemeteries</u>			
Groundskeeper IV	1.0	1.0	1.0
Parks Laborer (Cemetery Maintainer) (PT)	0.4	0.4	0.4
Office Assistant (PT)	<u>0.4</u>	<u>0.5</u>	<u>0.5</u>
	1.8	1.9	1.9
<u>Overtime (work hours)</u>			
Parks & Grounds	1,676.8	1,676.8	1,676.8
Cemeteries	<u>286.0</u>	<u>286.0</u>	<u>286.0</u>
	1,962.8	1,962.8	1,962.8
<u>Seasonal (work hours)</u>			
Maintenance Cemetery – Maintainer	0.0	1,920.0	960.0
Maintenance Parks & Grounds – Maintainer	<u>8,400.0</u>	<u>11,280.0</u>	<u>8,400.0</u>
	8,400.0	13,200.0	9,360.0
<u>Board of Parks and Recreation</u>			
Recording Clerk	1.0	1.0	1.0

*Approximately 25% of the funding for these positions is charged to the Recreation Fund.

**If approved, this position will be charged in full to the Recreation Fund.

***2.5% of the funding for this positions is charged to the Cemetery Fund.

FUNCTION PARKS AND RECREATION	ACTIVITY ADMINISTRATION	PROGRAM	CODE 810
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EXPLANATION

This account includes the personnel, equipment, and materials needed for the department's overall administration.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- For the ninth year in a row, the Life. Be In It. Extravaganza was run with revenue off-setting expenses.
- The Program Guide advertising program is being offered for the third year, and we are actively seeking partnerships and sponsorships with local businesses.

OBJECTIVES

- Stay current with trends in the parks and recreation industry.
- Continue to develop collaborative partners within the region to maximize efficiency.
- Follow the recommendations of the Parks and Recreation Master and Strategic Plan.
- Continue to ensure quality in all aspects of facilities, programs and service delivery.
- Continue to improve customer service by improving marketing and communications.
- To continue implementing the Management Information System (MIS) entitled RecTrac.
- Offer registration on line as well as facility use information on line.
- Develop a comprehensive after school program entitled ERC, which stands for education, recreation and cultural arts, in all four elementary schools.
- Enhance the downtown Holiday lights and decorations.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects the Recreation Program Specialist position being changed from part time, the full cost of which will be charged back to the Recreation Fund. Also included are Administrative salaries at 2016-2017 rates and contractual increases for AFSCME.
- Small increase in Equipment Rental to reflect actual cost of copier rental.
- Office Supplies increased due to cost of Central Supply items.

Function	Activity	Program	Code
Parks & Recreation	Parks & Recreation Administr.	Parks & Recreation Administr.	0810

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
303,874	303,729	303,729	8101 Full time salaries	310,626	310,626	6,897	2.27 %
12,477	913	913	8103 Part Time	913	913	0	0.00 %
100	200	200	8105 Longevity	350	350	150	75.00 %
316,451	304,842	304,842	OBJECT TOTAL	311,889	311,889	7,047	2.31 %
<u>PROFESSIONAL SVCS</u>							
535	1,077	1,077	8202 Dues and Subscriptions	1,077	1,077	0	0.00 %
1,440	1,400	1,400	8204 Conferences,Meetings,Training	1,400	1,400	0	0.00 %
1,489	1,380	1,380	8210 Equipment Rental	1,500	1,500	120	8.70 %
0	300	300	8212 Equipment Maintenance	300	300	0	0.00 %
3,464	4,157	4,157	OBJECT TOTAL	4,277	4,277	120	2.89 %
<u>MATERIAL & SUPPLIES</u>							
1,146	1,300	1,300	8301 Office Supplies	1,600	1,600	300	23.08 %
0	300	300	8310 Other Materials	300	300	0	0.00 %
1,146	1,600	1,600	OBJECT TOTAL	1,900	1,900	300	18.75 %

321,060	310,599	310,599	TOTAL	318,066	318,066	7,467	2.40 %
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FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM PARKS AND PUBLIC GROUNDS	CODE 831
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EXPLANATION

This program provides maintenance and upkeep for all park, school and municipal grounds, including 3 major parks, 9 neighborhood parks, 3 town greens, 5 firehouses, the Town Library, Senior and Disabled Center, Town Hall, 7 miles of pathways, 3 cemeteries, 2 outdoor pools, 7 school grounds, 2 historic houses, 2 farm properties, and the center of Town for a total of over 300 acres. Responsibilities include turf, tree and shrub management, leaf removal from parks, schools, town buildings and roadsides, athletic field preparation, apparatus and equipment maintenance, development work, litter and refuse removal, and winter snow and sanding operations. It also provides for the year-round maintenance of the community garden plots, picnic and recreation facilities, skate park, several miles of hiking/biking trails, public rights of way, cul-de-sacs, roadside mowing and flower beds and decorative planters.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Personnel performed numerous duties to ensure that the Life Be In It Extravaganza was a success.
- Newington hosted State Little League Regional Playoffs and Nutmeg Games.
- Division personnel prepared for the annual tree lighting in December by decorating the Center Green, Main St. Market Square and Municipal parking lot areas.
- New lights were purchased and installed for the annual tree lighting.
- Athletic fields were well maintained despite difficult growing conditions.
- Installation of drainage and rubber safety surface at Churchill Park playscapes.
- Installation of a new 2 yr. – 5 yr. playground at Churchill Park.
- Installed ADA accessible paths to handicap parking spaces at Churchill Park.
- Dug a 750' long water line for Sensory Garden and installed irrigation system and water feature. Planted several hundred bulbs to complete Sensory Garden beautification program.
- Installed handicap accessible and dog accessible drinking fountain at Mill Pond Park.
- Installed paved brick walkway to the new fountain at Mill Pond Park.

OBJECTIVES

- Continue to enhance beautification of the town center.
- Maintain and enhance all parks, school and municipal grounds to provide safe and enjoyable outdoor recreational and athletic facilities for interscholastic, youth and adult league play and family recreational pursuits at town parks.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME contractual increases as well as a new Parks, Grounds & Cemetery Supervisor.
- Overtime includes AFSCME contractual increases.
- Equipment rental increased for rising cost and quantity of portable bathrooms and for rental of man-lift to install Christmas decorations.
- Increasing costs are reflected in Other Contractual Services relating to herbicide treatments and tennis court preparations.
- Other Materials increased for additional street flags.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Parks and Public Grounds	0831

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
779,306	825,735	825,735	8101 Full time salaries	847,454	847,454	21,719	2.63 %
87,483	82,866	82,866	8102 Overtime	84,463	84,463	1,597	1.93 %
4,075	5,515	5,515	8103 Part Time	5,515	5,515	0	0.00 %
74,148	103,740	103,740	8104 Seasonal	146,940	103,740	0	0.00 %
3,500	4,350	4,350	8105 Longevity	5,000	5,000	650	14.94 %
948,512	1,022,206	1,022,206	OBJECT TOTAL	1,089,372	1,046,172	23,966	2.34 %
<u>PROFESSIONAL SVCS</u>							
325	600	600	8202 Dues and Subscriptions	600	600	0	0.00 %
520	3,070	3,070	8204 Conferences,Meetings,Training	3,070	3,070	0	0.00 %
12,904	0	0	8206 Utilities	0	0	0	****
1,133	2,100	2,100	8207 Clothing Allowance	2,100	2,100	0	0.00 %
8,492	12,728	12,728	8210 Equipment Rental	16,662	16,662	3,934	30.91 %
3,292	4,758	4,758	8212 Equipment Maintenance	4,758	4,758	0	0.00 %
17,384	23,964	23,964	8220 Other Contractual Services	27,964	27,964	4,000	16.69 %
44,050	47,220	47,220	OBJECT TOTAL	55,154	55,154	7,934	16.80 %
<u>MATERIAL & SUPPLIES</u>							
48,282	54,890	54,890	8302 Technical Supplies	57,890	54,890	0	0.00 %
5,786	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	0	0.00 %
50,906	53,255	53,255	8304 Agricultural Supplies	53,255	53,255	0	0.00 %
11,692	13,000	13,000	8306 Constr.& Maintenance Materials	13,000	13,000	0	0.00 %
3,513	4,300	4,300	8307 Equipment Parts	4,300	4,300	0	0.00 %
2,810	4,100	4,100	8310 Other Materials	7,700	5,700	1,600	39.02 %
122,989	137,125	137,125	OBJECT TOTAL	143,725	138,725	1,600	1.17 %
<u>CAPITAL OUTLAY</u>							
11,480	13,600	13,600	8402 Technical Equipment	13,600	13,600	0	0.00 %
11,480	13,600	13,600	OBJECT TOTAL	13,600	13,600	0	0.00 %

1,127,032	1,220,151	1,220,151	TOTAL	1,301,851	1,253,651	33,500	2.75 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	CEMETERIES	832

EXPLANATION

Parks and Grounds personnel provide maintenance and interment services for the Town cemeteries. The cost of this program is paid by the Cemetery Fund (Special Revenue Fund, Code 5001) by way of a transfer in from the fund that is reflected in General Fund Revenue #7012.

- West Meadow Cemetery, which opened in 1977 and was expanded in 1990 and again in 2010, was designed with maintenance efficiency standards and averages over 120 interments per year.
- Center Cemetery, which dates back to the 1700's, is sold to capacity and continues to average 5 or 6 interments per year and requires labor-intensive maintenance.
- Church Street cemetery is an ancient, inactive cemetery which is maintained by Parks and Grounds.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Addition of a new section at West Meadow Cemetery, Section G, 178 ash graves with flush markers.
- A memorial service was held at the Cherish the Children statue in September.
- There were 131 interments in 2017.
- The Wreaths Across America ceremony was held at West Meadow Cemetery in December.
- New directional signage and maps were installed.

OBJECTIVES

- To provide efficient maintenance and interment services to Town operated cemeteries.
- To enforce and carry out all cemetery regulations as required by the Newington Town Charter.
- To continue to replace declining shrub beds and perennials.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for a small percentage (2.5%) of Supervisor of Parks, Grounds & Cemeteries to be charged here.
- Full Time Salaries and Overtime include AFSCME contractual increases.
- Part Time reflects increase due to need for office assistance to input data, maintain records and update expired cemetery software.
- Seasonal is added to reflect need for seasonal maintainer due to increased cemetery work load.
- Other Contractual Services increased for computer training on new updated Legacy Mark software.
- Office Equipment reflects need for color printer, chair and table for ashes.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Cemeteries	0832

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
66,909	68,307	68,307	8101 Full time salaries	72,013	72,013	3,706	5.43 %
7,582	15,653	15,653	8102 Overtime	16,045	16,045	392	2.50 %
11,401	17,050	17,050	8103 Part Time	23,550	23,550	6,500	38.12 %
0	0	0	8104 Seasonal	19,680	9,840	9,840	****
650	750	750	8105 Longevity	850	850	100	13.33 %
86,542	101,760	101,760	OBJECT TOTAL	132,138	122,298	20,538	20.18 %
<u>PROFESSIONAL SVCS</u>							
0	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
2,582	2,120	2,120	8206 Utilities	2,120	2,120	0	0.00 %
0	500	500	8220 Other Contractual Services	3,500	3,500	3,000	600.00 %
2,582	2,770	2,770	OBJECT TOTAL	5,770	5,770	3,000	108.30 %
<u>MATERIAL & SUPPLIES</u>							
2,458	3,400	3,400	8302 Technical Supplies	3,400	3,400	0	0.00 %
7,120	6,691	6,691	8304 Agricultural Supplies	6,691	6,691	0	0.00 %
3,016	4,300	4,300	8306 Constr.& Maintenance Materials	4,300	4,300	0	0.00 %
12,594	14,391	14,391	OBJECT TOTAL	14,391	14,391	0	0.00 %
<u>CAPITAL OUTLAY</u>							
2,680	5,000	5,000	8402 Technical Equipment	5,000	5,000	0	0.00 %
0	0	0	8406 Office Equipment	800	800	800	****
2,680	5,000	5,000	OBJECT TOTAL	5,800	5,800	800	16.00 %

104,398	123,921	123,921	TOTAL	158,099	148,259	24,338	19.64 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	HISTORICAL PROPERTIES	833

EXPLANATION

The Kellogg-Eddy House and the Kelsey House, owned by the Town of Newington, are leased to the Newington Historical Society and Trust which is responsible for rooms and areas designated as parts of the historical museums. The Parks and Grounds Division and Facilities Managements are responsible for all other maintenance aspects of the houses and grounds.

HIGHLIGHTS OF FY 2017-2018 OPERATION

OBJECTIVES

- In cooperation with the Facilities Department, maintain the outside grounds.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Historical Properties	0833

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>CAPITAL OUTLAY</u>				
500	500	500	8408 Building Improvements	500	500	0	0.00 %
500	500	500	OBJECT TOTAL	500	500	0	0.00 %

500	500	500	TOTAL	500	500	0	0.00 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	TREE MAINTENANCE	834

EXPLANATION

Under the Tree Warden's direction, the tree maintenance program funds the maintenance of all roadside trees which are valued over 30 million dollars. This program also maintains all the trees in parks and all municipal buildings.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- Continued to address tree concerns to ensure safety.
- Sent the Tree Warden and two Groundskeepers to safety training classes.
- Continued the joint agreement with the Town of Wethersfield for tree service.
- Planted trees in parks and roadside areas.

OBJECTIVES

- Manage the municipal tree inventory to enhance public safety while preserving shade, clean air and character of the Town.

MAJOR BUDGET CHANGES AND COMMENTARY

- Conferences, Meetings, Training increased for 3 staff to attend TTLC training for use of aerial equipment.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Tree Maintenance	0834

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,750	1,750	1,750	8101 Full time salaries	1,750	1,750	0	0.00 %
1,750	1,750	1,750	OBJECT TOTAL	1,750	1,750	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
535	1,350	1,350	8204 Conferences,Meetings,Training	2,450	2,450	1,100	81.48 %
14,963	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	0	0.00 %
15,498	26,350	26,350	OBJECT TOTAL	27,450	27,450	1,100	4.17 %
			<u>MATERIAL & SUPPLIES</u>				
6,607	8,000	8,000	8302 Technical Supplies	8,000	8,000	0	0.00 %
6,607	8,000	8,000	OBJECT TOTAL	8,000	8,000	0	0.00 %

23,856	36,100	36,100	TOTAL	37,200	37,200	1,100	3.05 %
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INSURANCE AND MISCELLANEOUS

910 MUNICIPAL INSURANCE AND BONDS

930 GREATER HARTFORD TRANSIT DISTRICT

940 EMPLOYEE BENEFITS

950 DONATIONS AND CONTRIBUTIONS

960 CONTINGENCY

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	MUNICIPAL INSURANCE		910

EXPLANATION

This account funds premiums on various types of municipal insurance including:

- Worker's Compensation
- General Liability
- Auto Liability
- Auto Physical Damage
- Umbrella Liability
- Police Professional Liability
- Public Official Liability
- Property Coverage
- Surety Bonds
- Fee for the Town's Insurance Agent of Record.

HIGHLIGHTS OF FY 2017-2018 OPERATION

- USI Insurance Services of Connecticut served the third year of a three year term as the Town's Agent of Record.
- Including the excess liability (Umbrella) policies, all coverage was provided by CIRMA (The Connecticut Interlocal Risk Management Agency) for programs 0911 to 0919.
- The Town is concluding its budget stabilization program with CIRMA for its liability, automobile and property coverage.
- Coverage was provided for some cyber liability incurred by the Town and Board of Education, in the event that personal financial information is compromised by the Town.

OBJECTIVES

- Keep the Town's premiums low by reducing the frequency and severity of both slips and falls and materials handling injuries.
- Continue to maintain an excellent working relationship with the Agent of Record.

MAJOR BUDGET CHANGES AND COMMENTARY

- The Town has concluded the second year of a two year extension of the rate stabilization program with its insurance carrier for the workers compensation, automobile, liability and property coverage. Rates for this coverage increased by 3% for workers compensation and also by three percent for automobile, liability and property coverage.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
Object Summary							
790,428	810,586	810,586	200 Contractual Services	837,939	837,939	27,353	3.37%
173,400	175,000	175,000	500 Transfers to Other Funds	175,000	175,000	0	0.00%
963,828	985,586	985,586		1,012,939	1,012,939	27,353	2.78%
Program Summary							
417,200	423,461	423,461	0911 Workers Compensation	436,165	436,165	12,704	3.00%
140,934	144,569	144,569	0912 General Liability & Auto Ins.	154,186	154,186	9,617	6.65%
62,182	64,049	64,049	0914 Umbrella Liability	65,893	65,893	1,844	2.88%
36,901	38,011	38,011	0915 Police Professional Liability	38,811	38,811	800	2.10%
45,234	46,685	46,685	0916 Public Official Liability	47,984	47,984	1,299	2.78%
35,791	37,865	37,865	0919 Property Coverage	37,829	37,829	-36	-0.10%
29,586	33,346	33,346	0920 Other Coverage	33,346	33,346	0	0.00%
100	100	100	0921 Surety Bonds	100	100	0	0.00%
22,500	22,500	22,500	0922 Agent Fees	23,625	23,625	1,125	5.00%
173,400	175,000	175,000	0925 Reimbursement Insurance Fund	175,000	175,000	0	0.00%

963,828	985,586	985,586	TOTAL	1,012,939	1,012,939	27,353	2.78%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	GREATER HARTFORD TRANSIT DISTRICT		930

EXPLANATION

This account includes a voluntary contribution based on cost per capita, which is used for support of the Transit District Board and its staff.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Insurance-Miscellaneous	Greater Htfd. Transit District	Greater Htfd. Transit District	0930

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
2,930	2,930	2,930	8218 Contributions and Subsidies	2,930	2,930	0	0.00 %
2,930	2,930	2,930	OBJECT TOTAL	2,930	2,930	0	0.00 %

2,930	2,930	2,930	TOTAL	2,930	2,930	0	0.00 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	EMPLOYEE BENEFITS	SUMMARY	940

EXPLANATION

This account provides for:

- Contributions for current employee medical benefits including hospital, medical/ surgical, dental and prescriptions that is a self-insured activity accounted for in the Health Benefit Fund (5009);
- Contributions for retired employee medical benefits accounted for in the Other Post Employment Benefits (OPEB) Trust;
- Pension contributions for the Town's retirement plans (Administrative; Police IBPO; and AFSCME);
- Life and disability insurance for all full time employees;
- Social Security and Medicare taxes for full time and part time employees; and
- Disability income and unemployment compensation benefits for which the Town is responsible.

MAJOR BUDGET CHANGES AND COMMENTARY

Based on the Town's Agent of Record's estimated claims and other costs for the plan after considering the past years' experience is up by 10%. The 2018-2019 budgeted amount for the Town's contribution for current employees (net of co-pays, COBRA and other income) for the Blue Cross/Blue Shield ASO (Administrative Services Only) program totals \$2,872,701. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust of \$1,041,342 is included.

The Town, involved in the ASO self-insurance program since March 1989, pays directly for actual claims incurred. The Town continues to explore and implement initiatives to reduce health insurance costs while meeting its contractual obligations. The employee co-insurance payment, enacted for all employee groups, also helps partially offset these additional costs. Interest earnings are deposited directly into the Health Benefits Fund in order to offset the Town's contribution.

The pension contribution requirements are based on the annual actuarial valuation. In addition to the three Defined Benefit plans, the Town's contribution to the Administrative, Municipal and NVFD defined contribution plans and police money purchase plan are included here. Overall, the Town's contribution for all these accounts decreased by \$167,752 or about 3.3%.

The 2018 wage base for Social Security taxes is still \$127,200. All 2018 wages are subject to Medicare taxes. The total tax rate remains the same at 7.65% (6.20% for Social Security and 1.45% for Medicare). In total these expense line items increased by \$43,400 or 5.1%.

The 2018-2019 budget incorporates the requirement that the Town maintain the reserve levels for both the Town and Board of Education groups, as per the Health Benefits Memorandum of Understanding that the Town Council and the Board of Education agreed to on August 27, 1996. The agreement also allows the Town and Board of Education to reduce contributions to the Health Benefits Fund during a current fiscal year or in the subsequent year if actual paid claims are projected to be below the original expected claims estimate for the plan year.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Employee Benefits	Summary	0940

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
Object Summary							
9,680,283	10,013,524	10,013,524	200 Contractual Services	10,698,365	10,638,543	625,019	6.24%
9,680,283	10,013,524	10,013,524		10,698,365	10,638,543	625,019	6.24%
Program Summary							
3,646,659	3,677,833	3,677,833	0941 Medical Insurance	4,358,148	4,324,802	646,969	17.59%
31,072	32,975	32,975	0942 Life Insurance	35,435	35,435	2,460	7.46%
5,053,563	5,298,258	5,298,258	0943 Retirement	5,259,296	5,259,296	-38,962	-0.74%
576,431	618,660	618,660	0944 Social Security	645,528	645,528	26,868	4.34%
229,287	230,841	230,841	0945 Medicare Taxes	247,373	247,373	16,532	7.16%
143,271	154,957	154,957	0946 Other Benefits	152,585	152,585	-2,372	-1.53%

9,680,283	10,013,524	10,013,524	TOTAL	10,698,365	10,665,019	651,495	6.51%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	DONATIONS AND CONTRIBUTIONS		950

EXPLANATION

This program, previously entitled Special Community Activities, has been combined and accounts for donations and contributions to various community activities including:

- Memorial Day
- Cable Television
- NVFD Veterans

MAJOR BUDGET CHANGES AND COMMENTARY

- Cable Television reduced due to budget constraints.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Donations & Contributions	Summary	0950

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
			Object Summary				
25,000	25,000	25,000	200 Contractual Services	25,000	15,000	-10,000	-40.00%
25,000	25,000	25,000		25,000	15,000	-10,000	-40.00%
			Program Summary				
5,000	5,000	5,000	0953 Memorial Day Parade	5,000	5,000	0	0.00%
15,000	15,000	15,000	0956 Cable Television	15,000	5,000	-10,000	-66.67%
5,000	5,000	5,000	0957 NVFD - Veterans	5,000	5,000	0	0.00%

25,000	25,000	25,000	TOTAL	25,000	15,000	-10,000	-40.00%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	MANAGER'S CONTINGENCY	961

EXPLANATION

This program provides a contingency for unforeseen expenses in Town Government operations.

MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted is one-tenth of one percent (0.1%) of the overall budget for which the Town Manager is responsible.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Manager's Contingency	0961

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
36,278	48,500	48,500	8220 Other Contractual Services	48,500	48,500	0	0.00 %
36,278	48,500	48,500	OBJECT TOTAL	48,500	48,500	0	0.00 %

36,278	48,500	48,500	TOTAL	48,500	48,500	0	0.00 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	SPECIAL CONTINGENCY	962

EXPLANATION

This program allows budgetary flexibility for significant unforeseen expenses and wage settlements and/or other salary increases that are not yet known. State law requires Town Council authorization for expenditures from this account. Expenditures from Special Contingency are typically transferred to the departmental budget appropriations where they more correctly should be charged to reflect the true cost of operation. As a result, the historic figures for both the current year budget and actual expenditures are net of these transfers.

HIGHLIGHTS OF FY 2017-2018 OPERATIONS

The following table shows the total original appropriations in Contingency programs, less the Town Council's approved transfers from the Special Contingency program to other departmental budgets in FY 2017-2018 through February 16, 2018:

Original Appropriation	\$608,157
Less: Transfers to Other Departments: Council Transfers as of 2/16/2018	\$0
Amended Budget Appropriation	\$608,157

MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency is five-tenths of one percent (0.5%) of total General Fund estimated expenditure. The account was decreased to reflect sufficient funds for contract negotiations including potential wage increases for administrative, part time and IBPO personnel.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
10,000	608,157	608,157	8220 Other Contractual Services	608,157	601,350	-6,807	-1.12 %
10,000	608,157	608,157	OBJECT TOTAL	608,157	601,350	-6,807	-1.12 %

10,000	608,157	608,157	TOTAL	608,157	601,350	-6,807	-1.12 %
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1000 DEBT SERVICE

EXPLANATION

Serial Bonds are a long-term method of financing capital projects whereby principal is repaid in periodic installments over the life of the issue, for a twenty (20) year period or less.

Standard & Poor's Ratings Services raised its rating on Newington's general obligation (GO) bonds to 'AA+' from 'AA' based on the implementation of its local GO criteria.

MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2018</u>	<u>Principal Paid 2018-19</u>	<u>Interest Paid 2018-19</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	1,586,000	275,000	34,421	309,421	1.58	2024
Police Station I & II Refunding	2013	2,609,000	420,000	56,660	476,660	1.58	2025
Total		4,195,000	695,000	91,081	786,081		

Debt service payments decreased by \$364,500 in fiscal year 2018-2019 as no additional bond sales are scheduled and part of the school bonding project from 2004 has been paid off. Interest payments are down due to declining principal balances.

FUNCTION	ACTIVITY	PROGRAM	CODE
Debt Service	Summary		1000

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
			Object Summary				
1,191,631	1,150,581	1,150,581	200 Contractual Services	786,081	786,081	-364,500	-31.68%
1,191,631	1,150,581	1,150,581		786,081	786,081	-364,500	-31.68%
			Program Summary				
156,631	125,581	125,581	1014 Interest Expense	91,081	91,081	-34,500	-27.47%
1,035,000	1,025,000	1,025,000	1024 Principal Payments	695,000	695,000	-330,000	-32.20%

1,191,631	1,150,581	1,150,581		786,081	786,081	-364,500	-31.68%
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1050 METROPOLITAN DISTRICT COMMISSION

FUNCTION	ACTIVITY	PROGRAM	CODE
METROPOLITAN DISTRICT	METROPOLITAN DISTRICT TAX		1051

EXPLANATION

The Metropolitan District Commission (MDC) provides water and sewer service to Hartford area residents. The cost of sewer service, paid through a tax levied on the eight member towns of the MDC (Newington, Hartford, E. Hartford, Wethersfield, Windsor, Bloomfield, Rocky Hill and W. Hartford), provides funds for the operating and maintenance costs of the wastewater system and a share of MDC's general administration. The regional hazardous household waste collection program is also included. Funding is also included for sewer assessments for Newington Housing Authority units.

The method for taxing member municipalities is set forth in Section 3-10 of the MDC Charter which grants the District Board the power to levy a tax on the member towns sufficient to finance the MDC's sewer operations. The tax is divided among the eight member towns in proportion to the total tax revenues received in each town averaged over the previous three years.

The following table shows the annual sewer tax levied on Newington and the other member towns for the last three years:

	<u>2016</u>	<u>%</u>	<u>2017</u>	<u>%</u>	<u>2018</u>	<u>%</u>
Hartford	\$10,174,900	26.13%	\$10,963,200	26.31%	\$11,550,400	25.67%
E. Hartford	4,762,000	12.23%	5,059,400	12.14%	5,486,600	12.19%
NEWINGTON	3,508,400	9.01%	3,752,900	9.01%	4,120,900	9.16%
Wethersfield	3,207,700	8.24%	3,408,200	8.18%	3,707,800	8.24%
Windsor	3,404,700	8.74%	3,656,900	8.78%	4,001,500	8.89%
Bloomfield	2,936,000	7.54%	3,067,100	7.36%	3,256,200	7.23%
Rocky Hill	2,239,700	5.75%	2,475,800	5.94%	2,712,500	6.03%
W. Hartford	<u>8,710,900</u>	<u>22.36%</u>	<u>9,286,900</u>	<u>22.28%</u>	<u>10,168,100</u>	<u>22.59%</u>
TOTAL	\$38,944,300	100.00%	\$41,670,400	100.00%	\$45,004,000	100.00%

(Source: MDC's 2018 *Adopted Budget*)

MAJOR BUDGET CHANGES AND COMMENTARY

The MDC's Fiscal Year (January 1 to December 31) is different from the Town's Fiscal Year (July 1 to June 30), with a result that any changes in the MDC budget are not fully reflected in the Town's 2018-19 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2017 tax bill for Newington. The remainder of Newington's budgeted funds is a lag adjustment from the previous fiscal year, equal to the difference between the total 2018 MDC tax for Newington and the amount paid on the 2017 MDC tax (i.e., 50%) during FY 2017-18.

Function	Activity	Program	Code
Metropolitan District	Metropolitan District Tax	MDC - Assessment	1051

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
3,654,273	3,915,150	3,915,150	8220 Other Contractual Services	4,348,900	4,348,900	433,750	11.08 %
3,654,273	3,915,150	3,915,150	OBJECT TOTAL	4,348,900	4,348,900	433,750	11.08 %

3,654,273	3,915,150	3,915,150	TOTAL	4,348,900	4,348,900	433,750	11.08 %
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CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE
CAPITAL IMPROVEMENTS	SUMMARY		1100

EXPLANATION

Summaries of FY 2018-19 capital projects are listed below and further descriptions of these projects are in a separate document, the Town's Long-Range Capital Improvements Plan FY 2018-2019 Through 2022-2023.

		-----STATE AID-----						
	Project Title	Department Request	Town Manager Proposed	CIP Committee Proposed	LoCIP	Town Aid Roads	General Fund Budget	
General Government	General Property Improvements	100,000	85,000	85,000			85,000	
	Town Buildings Mechanical Reserve	50,000	50,000	50,000			50,000	
	Highway Garage ADA Compliance Front Entryway	80,000	80,000	80,000			80,000	
	Highway Garage Fire & Security Alarm Upgrade	29,000	29,000	29,000			29,000	
	Highway Garage Building Upgrades & Repairs	120,000	120,000	120,000			120,000	
	Town Buildings Sidewalk Replacement & Repairs	25,000	25,000	25,000			25,000	
	Environmental Remediation			800,000			800,000	
	Historical Property Upgrades	70,000					-	
	Center Cemetery Fence Replacement	37,000					-	
	Senior & Disabled Center Building Energy Management System	100,000					-	
	Highway Garage Building Addition	300,000					-	
	Police Building Energy Management System	100,000					-	
	Information Technology Reserve	435,600	435,600	435,600			435,600	
	Townwide Fiber Optic Deployment	1,250,000	500,000	500,000			500,000	
Public Safety	Town Hall/Community Ctr Technology Costs	2,000,000	800,000	800,000			800,000	
	Radio Replacement Reserve	40,000	40,000	40,000			40,000	
	Fire Department Personal Protective Equip. (PPE) Replacement	120,000	68,000	68,000			68,000	
	Fire Dept HQ & Co #1 Energy Efficient A/C Replacement	45,000	45,000	45,000			45,000	
	Fire Dept Thermal Imager Camera Replacement	60,000	26,000	26,000			26,000	
	Fire Co #4 & #5 Heating System Replacement	25,000					-	
	Fire Department PPE Dryers	25,000					-	
	Fire Co #4 Firehouse Replacement	150,000					-	
	Fire Co #5 Interior Interior and Exterior Painting	30,000					-	
	Fire Co #1 Energy Efficient Radiant Heat System	40,000	40,000	40,000			40,000	
	Public Works	Road Resurfacing/Reconstruction	1,100,000	900,000	900,000	200,000	400,000	300,000
		MS4 Compliance/Stormwater Management Plan	110,000	30,000	30,000			30,000
		Streetscape Improvements	72,000					-
		Flood Control System Maintenance Reserve	40,000					-
Sidewalk Repair		25,000					-	
Stonewall Repair		25,000					-	
Drainage Improvement		25,000					-	
Public Building Resurfacing Program		25,000					-	
Landfill Conversion to Transfer Station		200,000	200,000	200,000			200,000	
Traffic Signal Reserve		25,000	25,000	25,000			25,000	
2030 Plan of Conservation & Development (POCD)		40,000	40,000	40,000			40,000	
Community Development Parks And Recreation		Snow Removal/Roadside Mowing Equipment	175,000	225,000	225,000			225,000
		Town Parks ADA Compliant Paths	75,000	25,000	25,000			25,000
		Mill Pond Soccer Field Irrigation	75,000	75,000	75,000			75,000
	Park, Pool & Playfield Improvements	200,000	75,000	75,000			75,000	
	Synthetic Turf Field Replacement Reserve	25,000	25,000	25,000			25,000	
	Clem Lemire Skate Park Renovation		89,000	89,000			89,000	
	Walk Behind Core Aerator Equipment	35,000					-	
	Emmanuel Christian Academy Soccer Fields Irrigation	100,000					-	
	Clem Lemire Legends Field Lighting	250,000					-	
	Appr. To Public School CIP Reserve	125,000	125,000	125,000			125,000	
	J. Wallace Classroom Wings Reconfiguration	1,000,000	1,000,000				-	
	School Technology Reserve	188,828	188,828	188,828			188,828	
	School Bus Replacement Program	644,133		200,000			200,000	
	School Entrances Reconfiguration	300,000					-	
Subtotal Capital Improvements		10,111,561	5,366,428	5,366,428	200,000	400,000	4,766,428	
Equipment Replacement	Equipment Replacement Reserve	520,000	520,000	520,000			520,000	
	Lease Purchase & Other Payments	267,400	267,400	267,400			267,400	
Annual Debt Service Payments			6,153,828	6,153,828			786,081	
GRAND TOTAL			5,513,828	5,513,828			6,339,909	

Function	Activity	Program	Code
Capital Improvements	Capital Improvement Program	Capital Improvement Program	1100

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>T/F'S TO OTHER FUNDS</u>							
3,563,205	2,973,643	2,973,643	8501 T/F to Capital Non-Recurring	7,436,561	4,441,428	1,467,785	49.36 %
1,823,462	1,200,000	1,200,000	8502 T/F to Public Building Fund	1,950,000	200,000	-1,000,000	-83.33 %
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	0	0.00 %
15,638	0	0	8504 Transfer to Land Acquisition Fd	0	0	0	****
5,527,305	4,298,643	4,298,643	OBJECT TOTAL	9,511,561	4,766,428	467,785	10.88 %

5,527,305	4,298,643	4,298,643	TOTAL	9,511,561	4,766,428	467,785	10.88 %
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EQUIPMENT RESERVE

FUNCTION EQUIPMENT RESERVE	ACTIVITY SUMMARY	PROGRAM	CODE 2000
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EXPLANATION

The Equipment Reserve program provides for the replacement of existing major equipment and rolling stock. Additional information on expenditures from the Equipment Reserve is contained in the Long-Range Capital Improvement Plan (CIP) document.

MAJOR BUDGET CHANGES AND COMMENTARY

- The formulation of the "Equipment Replacement Schedule" provides the full life cycle projection of each piece of existing equipment as it is acquired in the motor vehicle fleet.
- The appropriation for 2018-2019 includes funding for: 1) annual straight-line depreciation-reserve of the entire Town fleet which reflects an increase based on the actual rising value of vehicles purchased during the past several years, 2) lease-financed payments scheduled for the fire apparatus.

The following expenditures are included for FY 2018-2019:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$65,000	
Public Safety Police	60,837	
Public Safety Fire	10,055	267,400
Highway	255,455	
Parks & Grounds	128,653	
Total	<u>\$520,000</u>	<u>\$267,400</u>

\$102,281	Estimated June 30, 2018 Balance
787,400	July 1, 2018 General Fund Appropriation
799,851	Estimated Purchases
<u>\$89,830</u>	<u>Estimated June 30, 2019 Balance</u>

FUNCTION: Equipment Reserve	ACTIVITY: Equipment Reserve-CIP	PROGRAM: Summary	CODE: 2000
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2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
			Object Summary				
629,400	725,400	725,400	500 Transfers to Other Funds	787,400	787,400	62,000	8.55%
			Program Summary				
629,400	725,400	725,400	2500 Equipment Reserve	787,400	787,400	62,000	8.55%

629,400	725,400	725,400		787,400	787,400	62,000	8.55%
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EMPLOYEE LEAVE LIABILITY RESERVE FUND

FUNCTION	ACTIVITY	PROGRAM	CODE
EMPLOYEE LEAVE LIAB. RES. FUND		SUMMARY	3000

EXPLANATION

This account reflects annual allocations to the Employee Leave Liability Reserve Fund, which was established (Newington Code §48-4) for both Board of Education and General Government employees as a sound means to cover the Town's liability for accrued, unused sick leave to which employees are entitled to cash payments upon termination. This benefit has been eliminated for new hires. Contribution levels are periodically evaluated through actuarial consultation. Appropriations and Terminations are based on an actuarial evaluation performed by Milliman in 2010.

MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2016-2017</u> <u>Actual</u>	<u>2017-2018</u> <u>Budget</u>	<u>2017-2018</u> <u>Estimated</u>	<u>2018-2019</u> <u>Proposed</u>	<u>2018-2019</u> <u>Approved</u>
OPENING BALANCE	684,565	610,649	722,128	663,869	
<u>ACTUAL/ESTIMATED RECEIPTS</u>					
Board of Education Appropriation	23,200	23,200	23,200	23,200	
Town Operations Appropriation	69,700	69,700	69,700	69,700	
Interest	<u>5,484</u>	<u>3,100</u>	<u>6,141</u>	<u>6,772</u>	
TOTAL RECEIPTS	98,384	96,000	99,041	99,672	
AVAILABLE FUNDS	782,949	706,649	821,169	763,541	
<u>EXPENDITURES/APPROPRIATIONS</u>					
Board of Education Terminations	0	49,000	49,000	49,000	
Town Operation Terminations	60,821	108,300	108,300	108,300	
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES/APPROPRIATIONS	60,821	157,300	157,300	157,300	
CLOSING BALANCE	722,128	549,349	663,869	606,241	

FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2016-2017 Actual	2017-2018 Original Budget	2017-2018 Revised Budget		2018-2019 Department Request	2018-2019 Manager Proposed	Change from revised budget	
			Object Summary				
92,900	92,900	92,900	500 Transfers to Other Funds	92,900	92,900	0	0.00%
			Program Summary				
23,200	23,200	23,200	3100 Board of Educ Employee Leave Liab.	23,200	23,200	0	0.00%
69,700	69,700	69,700	3200 Town Employee Leave Liability	69,700	69,700	0	0.00%

92,900	92,900	92,900		92,900	92,900	0	0.00%
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BOARD OF EDUCATION

BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>	<u>2018 - 2019</u>
Art	\$701,120	\$711,087	\$737,429
Workforce Development	\$681,944	\$681,824	\$802,410
Education Technology	\$2,460,582	\$1,921,462	\$1,898,127
English/Language Arts	\$4,037,247	\$3,979,494	\$4,154,355
World Language	\$1,268,533	\$1,325,467	\$1,353,547
Mathematics	\$4,311,809	\$4,137,868	\$4,409,911
Music	\$1,219,086	\$1,117,302	\$1,144,855
Wellness	\$1,450,493	\$1,513,347	\$1,558,479
Reading	\$3,538,067	\$3,931,812	\$4,060,029
Science	\$3,319,531	\$3,375,224	\$3,453,606
STEM	\$674,854	\$644,675	\$718,224
Social Studies	\$3,524,577	\$3,479,554	\$3,520,742
Special Education	\$7,614,167	\$8,461,328	\$9,119,218
Homebound K-12	\$78,872	\$76,000	\$79,000
Continuing/Adult Education	\$102,033	\$96,144	\$98,390
Student Activities-Non-Athletics	\$154,123	\$162,958	\$167,895
Student Activities - Athletics	\$574,732	\$562,129	\$553,557
School Counseling	\$1,183,342	\$1,252,851	\$1,239,664
Health/Nursing Services	\$541,002	\$640,060	\$649,068
Psychological Services	\$932,308	\$905,623	\$933,047
Speech/Hearing	\$622,860	\$635,436	\$650,154
Curriculum & Assessment	\$364,538	\$405,399	\$402,437
Media/Library Services	\$906,728	\$897,966	\$902,593
General Supplies	\$205,319	\$271,156	\$272,662
Central Direction	\$1,602,376	\$1,783,076	\$1,839,919
Building Direction	\$3,791,635	\$3,635,619	\$3,661,454
Staff Development & Evaluation	\$185,625	\$93,092	\$93,092
Board of Education	\$349,683	\$498,275	\$879,275
Maintenance	\$3,865,894	\$1,908,402	\$2,421,689
Plant Operations	\$4,240,117	\$4,603,355	\$4,720,957
Transportation	\$3,307,659	\$2,761,579	\$2,851,981
Insurance	\$609,231	\$718,846	\$740,846
Other Salaries	\$497,742	\$1,018,360	\$1,193,360
Employee Benefits	\$10,394,893	\$12,063,606	\$12,231,163
Community Services	\$85,343	\$119,271	\$96,651
TOTAL	\$69,398,065	\$70,389,647	\$73,609,786
TOWN MANAGER PROPOSED			\$73,205,233

SPECIAL REVENUE/OTHER FUNDS

- 5001 CEMETERY FUND
- 5002 ROAD AID MAINTENANCE FUND
- 5003 LOCAL CAPITAL IMPROVEMENT PROGRAM
- 5004 RECREATION
- 5005 HUMAN SERVICES – NEEDS & DONATIONS
- 5006 SENIOR AND DISABLED CENTER DONATIONS
- 5007 INSURANCE RESERVE FUND
- 5008 PUBLIC SCHOOL CAPITAL IMPR. PROJECTS FUND
- 5009 HEALTH BENEFITS FUND
- 5010 LAND ACQUISITION FUND

FUNCTION	ACTIVITY	PROGRAM	CODE
SPECIAL REVENUE FUNDS		SUMMARY	5000

EXPLANATION

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. In most cases, these funds do not directly affect the mill rate. The major Special Revenue Funds in Newington are as follows:

Cemetery: Accounts for reserves designated for maintaining the Town's cemeteries.

Road Aid Maintenance: Accounts for the revenues received from the State of Connecticut Town Aid Road Grant. The fund pays for selected road maintenance projects including crack sealing.

Local Capital Improvement Program (LOCIP) Fund: Funds received from the State used to finance expenditures related to infrastructure improvements, specifically for road reconstruction.

Recreation Program: This fund accounts for all the fees collected for recreation programs and the expenditures needed to operate the programs.

Highlights of FY 2017-2018 include:

- Over 750 programs/classes were offered throughout the year, and approximately 8,000 participants registered for these programs.
- New program offerings included Kids Sewing, Volleyball Fundamentals, Rhythm Kids, Intro to Zumba, Leader-In-Training program that focused on leadership development for young adults, Hobby Quest mini-camp, culinary camp, hosted USTA to train all physical education teachers in the school system.
- New special events included Halloween Scarecrow Contest, Holiday House Decorating Contest, two end of summer pool parties at Churchill Park and Mill Pond Park, Cornhole League and National Night Out, in partnership with the Newington Police Department.
- Facebook continues to be an effective way to reach the community.
- The program guide advertising program was again offered to local businesses who want to put advertisements in our seasonal brochure.
- Free opportunities and events for recreation and leisure are offered each year, including Fun Runs, (additional) Concerts at Mill Pond Park (including cookie giveaways donated by local businesses), Pictures with Santa / Winter Wonderland, introductory classes, Night of Lights, Touch a Truck, National Trails Day Bird Walk, family fishing classes and more.
- Several events were added to the 36th annual Life. Be In It. Extravaganza, including Helicopter Rides, Hot Air Balloon, Soccer Shootout, 4-day carnival (previously only 3 days), professional bands and a much larger fireworks' display. The weeklong events also included a frozen yogurt party, craft beer tasting, concert in the park, build your own helicopter, stuff-a-bear, traditional crafts and entertainment.
- A consignment ticket program for Six Flags and Lake Compounce was offered, giving residents the opportunity to purchase discount one-day tickets at the Parks and Recreation office.

Human Services – Needs & Donations: This fund, which accounts for the financial support received by the Human Services Department through contributions from individuals, community organizations and the Youth-Adult Council, allows response to critical basic needs for disadvantaged residents, Neighbors-Helping-Neighbors program, social work services, the Adventure-Based Challenge ROPE (Rite of Passage Experience) Course at the H. P. Hood site, the annual "Hoop-La" basketball game, and a college scholarship for one Newington High School student.

Senior & Disabled Center Donations: Accounts for the revenues and expenses associated with the coffee and gift shop operations and records membership fees and donations received. All net proceeds are spent at the discretion of the Commission on Aging and Disabled.

MAJOR BUDGET CHANGES AND COMMENTARY

- Cemetery Fund: Transfer to General Fund is for Operating Expenditures in Program #832 and increased due to additional hours for Part Time and addition of Seasonal help; Capital Improvements - Other increased to reflect funding for Center Cemetery Fence and Chapel Doors.
- Road Aid Maintenance Fund: Some roads were not completed in 2017-2018 because the state held back the second half of Road Aid funding.
- Local Capital Improvement Fund: The State of Connecticut notified towns that this grant funding is now unfrozen. Therefore, projects were added in 2017-2018 and more are scheduled for FY 2018-2019.
- Recreation Fund: The Recreation Program Specialist position is being changed from part time to full time and the full cost of salary and benefits is being charged here.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM 2000		CODE 5000
2016-17	2017-2018		EXPENDITURE CLASSIFICATION	2018-2019		
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	Change from Revised Budget
144,331	167,961	167,961	Cemetery Fund	272,999	263,159	95,198
343,659	434,000	275,949	Road Aid Maintenance Fund	420,000	420,000	(14,000)
124,274	-	291,198	Local Capital Improvement Program Fund	200,000	200,000	200,000
912,880	1,069,648	1,069,648	Recreation Programs Fund	1,192,000	1,192,000	122,352
124,172	133,000	134,500	Human Services - Needs & Donations	134,500	134,500	1,500
39,262	43,000	43,000	Senior & Disabled Center Donations	43,000	43,000	-
44,256	184,303	184,303	Insurance Reserve Fund	141,988	141,988	(42,315)
465,717	370,000	1,305,196	Public School Capital Improvement Program	915,000	555,000	185,000
11,119,347	10,458,752	10,458,752	Health Benefits Fund	11,011,668	11,011,668	552,916
15,638	-	-	Land Acquisition Fund	-	-	-
<u>13,333,535</u>	<u>12,860,664</u>	<u>13,930,507</u>	TOTAL APPROPRIATIONS	<u>14,331,155</u>	<u>13,961,315</u>	<u>1,100,651</u>

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			CEMETERY FUND		2001/20832		5001
2016-17	2017-2018		EXPENDITURE CLASSIFICATION		2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS			DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,359,966	1,401,398	1,442,426	OPENING BALANCE		1,464,965	1,464,965	1,464,965
			ACTUAL/ESTIMATED RECEIPTS				
7,740	3,600	9,000	5506	Investment Income	7,000	7,000	
126,750	110,000	110,000	5701	Interment Charges	115,000	115,000	
91,500	70,000	70,000	5905	Grave Sales	80,000	80,000	
800	1,300	1,500	6030	State Grant - Veteran Markers	800	800	
226,790	184,900	190,500	TOTAL RECEIPTS		202,800	202,800	-
1,586,756	1,586,298	1,632,926	TOTAL AVAILABLE FUNDS		1,667,765	1,667,765	1,464,965
			APPROPRIATIONS:				
			Transfer to General Fund for Operating Expenditures				
118,724	123,921	123,921	87011	in Program #832	158,099	148,259	
	1,000	1,000	87012	Pamphlets for Purchasers	1,000	1,000	
21,717	25,000	25,000	87013	Capital Outlay - Grounds Care Equipment	38,000	38,000	
245	1,000	1,000	87014	Office Equipment	1,000	1,000	
	500	500	87015	Capital Improvements - Trees & Shrubs	1,000	1,000	
	540	540	87016	Capital Improvements - Other	57,900	57,900	
3,645	3,000	3,000	87017	Refunds (prior years sales)	3,000	3,000	
	1,000	1,000	87020	Faceplate Inscriptions	1,000	1,000	
-	12,000	12,000	87021	Consultants/Special Contractor	12,000	12,000	
144,331	167,961	167,961	TOTAL APPROPRIATIONS		272,999	263,159	-
1,442,426	1,418,337	1,464,965	CLOSING BALANCE		1,394,766	1,404,606	1,464,965

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE	2003/20322	5002	
2016-17	2017-2018		EXPENDITURE CLASSIFICATION	2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
93,730	75,364	165,706	OPENING BALANCE	97,450	97,450	
			ACTUAL/ESTIMATED RECEIPTS			
415,634	415,634	207,693	6030 State Grants	415,386	415,386	
415,634	415,634	207,693	TOTAL RECEIPTS	415,386	415,386	-
509,364	490,998	373,399	TOTAL AVAILABLE FUNDS	512,836	512,836	-
			APPROPRIATIONS:			
318,273	400,000	265,949	87092 Pavement Resurfacing - Vendor 2017-2018 Deming St (Deming Farms-Culver), Foster St, Bridle Path, Church Terr, Vineyard Ave (Kelsey - Foster), Spur Ln; 2018-2019 Roads to be determined	400,000	400,000	
25,386	14,000	5,000	87093 Pavement Patching Materials	10,000	10,000	
-	20,000	5,000	87096 Pavement Crack Sealing	10,000	10,000	
343,659	434,000	275,949	TOTAL APPROPRIATIONS	420,000	420,000	-
165,706	56,998	97,450	CLOSING BALANCE	92,836	92,836	-

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)		2004/20323		5003
2016-17	2017-2018		EXPENDITURE CLASSIFICATION		2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS			DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
290,150	62,959	176,664	OPENING BALANCE		275,997	275,997	
			ACTUAL/ESTIMATED RECEIPTS				
10,788	10,000	10,000	5705	Licenses, Permits & Fees	10,000	10,000	
-	-	380,531	6030	State Grants	242,156	242,156	
10,788	10,000	390,531	TOTAL RECEIPTS		252,156	252,156	-
300,938	72,959	567,195	TOTAL AVAILABLE FUNDS		528,153	528,153	-
			APPROPRIATIONS:				
124,274			Prior Year Projects				
		29,552	87149	Eckert Road			
		65,136	87150	Field Street			
		124,510	87151	Eagle Drive			
		72,000	87152	Constance Leigh Streetscape			
-	-	-	2018-2019 Roads to be determined		200,000	200,000	-
124,274	-	291,198	TOTAL APPROPRIATIONS		200,000	200,000	-
176,664	72,959	275,997	CLOSING BALANCE		328,153	328,153	-

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			RECREATION		2010		5004
2016-17			2017-2018		2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
900,448	1,019,030	1,187,592	OPENING BALANCE		1,184,352	1,184,352	
			ACTUAL/ESTIMATED RECEIPTS				
6,048	2,000	9,000	5506	Interest Earnings	6,000	6,000	
374,381	274,500	274,500	20801	Playgrounds	301,075	301,075	
146,625	149,800	149,800	20802	Preschool	172,500	172,500	
269,379	271,198	271,198	20803	Youth	273,000	273,000	
108,753	108,900	108,900	20804	Adult	109,600	109,600	
31,145	20,200	20,200	20805	Seniors	29,200	29,200	
97,597	70,900	70,900	20806	Aquatics	92,900	92,900	
2,914	2,800	3,800	20807	Special Needs	3,500	3,500	
5,091	5,250	5,250	20808	Concessions/Vending	5,800	5,800	
40,679	39,500	39,500	20809	Facilities	56,000	56,000	
83,764	88,600	88,860	20810	Extravaganza	98,550	98,550	
33,647	24,500	24,500	20812	Special Events	47,875	47,875	
1,200,024	1,058,148	1,066,408	TOTAL RECEIPTS		1,196,000	1,196,000	-
2,100,472	2,077,178	2,254,000	TOTAL AVAILABLE FUNDS		2,380,352	2,380,352	-
			APPROPRIATIONS:				
185,960	225,470	225,470	20801	Playgrounds	241,084	241,084	
106,987	115,060	115,060	20802	Preschool	116,530	116,530	
212,084	236,562	236,562	20803	Youth	236,800	236,800	
86,053	89,335	89,335	20804	Adult	90,433	90,433	
14,912	18,039	18,039	20805	Seniors	17,050	17,050	
149,330	158,605	158,605	20806	Aquatics	165,400	165,400	
6,400	8,400	8,400	20807	Special Needs	9,600	9,600	
4,634	5,050	5,050	20808	Concessions/Vending	5,550	5,550	
10,393	14,299	14,299	20809	Facilities	14,600	14,600	
60,498	82,244	82,244	20810	Extravaganza	79,300	79,300	
75,629	116,584	116,584	20812	Special Events	215,653	215,653	
912,880	1,069,648	1,069,648	TOTAL APPROPRIATIONS		1,192,000	1,192,000	-
1,187,592	1,007,530	1,184,352	CLOSING BALANCE		1,188,352	1,188,352	-

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620	CODE 5005	
2016-17	2017-2018		EXPENDITURE CLASSIFICATION	2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
331,440	311,440	334,749	OPENING BALANCE	313,249	313,249	
			ACTUAL/ESTIMATED RECEIPTS			
70,168	70,000	70,000	6305 Donations - Special Needs	70,000	70,000	
54,187	40,000	40,000	6306 Donations- Prevention, Social Work & Challenge Course	40,000	40,000	
3,126	3,000	3,000	6307 YAC Contributions	3,000	3,000	
127,481	113,000	113,000	TOTAL RECEIPTS	113,000	113,000	-
458,920	424,440	447,749	TOTAL AVAILABLE FUNDS	426,249	426,249	-
			APPROPRIATIONS:			
58,855	60,000	60,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	60,000	60,000	
60,867	70,000	70,000	87410 Prevention, Social Work & Challenge Course - consultants	70,000	70,000	
4,449	3,000	4,500	87420 YAC Contributions to & Scholarships	4,500	4,500	
124,172	133,000	134,500	TOTAL APPROPRIATIONS	134,500	134,500	-
334,749	291,440	313,249	CLOSING BALANCE	291,749	291,749	-

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SENIOR & DISABLED CENTER DONATIONS	PROGRAM 2701/20651	CODE 5006	
2016-17	2017-2018		EXPENDITURE CLASSIFICATION	2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
115,705	121,717	156,200	OPENING BALANCE	165,200	165,200	
			ACTUAL/ESTIMATED RECEIPTS			
14,015	14,000	14,000	5715 Senior ID Membership Fees	14,000	14,000	
8,026	5,000	8,000	5722 Coffee Shop	8,000	8,000	
13,151	14,000	14,000	5724 Gift Shop	14,000	14,000	
44,566	16,000	16,000	6311 Donations	16,000	16,000	
79,757	49,000	52,000	TOTAL RECEIPTS	52,000	52,000	-
195,462	170,717	208,200	TOTAL AVAILABLE FUNDS	217,200	217,200	-
			APPROPRIATIONS:			
3,845	3,000	3,000	87968 Membership Expenses	3,000	3,000	
18,219	26,000	26,000	87918 Donations Expenses	26,000	26,000	
4,631	4,000	4,000	87919 Coffee Shop Expenses	4,000	4,000	
12,567	10,000	10,000	87920 Gift Shop Expenses	10,000	10,000	
39,262	43,000	43,000	TOTAL APPROPRIATIONS	43,000	43,000	-
156,200	127,717	165,200	CLOSING BALANCE	174,200	174,200	-

The Senior and Disabled Center receives financial support through contributions from individuals and community organizations. Profits received from the Coffee Shoppe, Gift Shoppe, Membership Fees, donations from senior fundraisers, dances, etc., are spent at the discretion of the Commission on Aging and Disabled.

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	INSURANCE RESERVE FUND		5007

EXPLANATION

The Insurance Reserve Fund (Town Code of Ordinances §48-1 - §48-4) was established as a means to pay for and finance the Town's obligations from uninsured losses, deductibles, and/or rating plan adjustments from its property and casualty insurance programs. Any refunds or return premiums yielded from the Town's property and casualty insurance policies or third party recoveries are accounted for in this fund. Starting in 2010-11 the fund's appropriation level shall be based on an actuarial review of open loss sensitive rating plans from prior years and projections for the current and upcoming year. Recommendations from the actuarial review will use a 75% confidence level. The appropriation level also includes projected payments for property and casualty exposures that are not included in the actuarial review.

FUNCTION OTHER FUNDS			ACTIVITY INSURANCE RESERVE FUND		PROGRAM 2007/20925		CODE 5007	
2016-17		2017-2018		EXPENDITURE CLASSIFICATION	2018-2019			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	DEPARTMENT REQUEST		MANAGER PROPOSED	COUNCIL ADOPTED		
415,818	382,974	604,008	OPENING BALANCE		646,330	646,330		
			ACTUAL/ESTIMATED RECEIPTS					
59,045		226,625	5814 Return Premiums from Insurance Policy					
173,400	175,000	-	7031 Transfers from General Fund		175,000	175,000		
232,445	175,000	226,625	TOTAL RECEIPTS		175,000	175,000	-	
648,264	557,974	830,633	TOTAL AVAILABLE FUNDS		821,330	821,330	-	
			APPROPRIATIONS:					
27,195	50,000	50,000	87251 Losses from deductibles and uninsured		50,000	50,000		
17,060	134,303	134,303	87253 Insurance Payments (deductibles, retro, etc)		91,988	91,988		
44,256	184,303	184,303	TOTAL APPROPRIATIONS		141,988	141,988	-	
604,008	373,671	646,330	CLOSING BALANCE		679,342	679,342	-	

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS FUND		5008

EXPLANATION

In June 1989, the adoption of Town Code of Ordinances §2-10 (now §48-14) established the Public School Capital Improvement Projects Reserve Fund which provides for an annual appropriation of at least \$125,000 from the General Fund and for receipts from rentals of school buildings, tuition reimbursements to the Town for non-resident students enrolled in Newington public schools, and interest earnings to be deposited into this capital fund. The criteria for projects to be included in this fund are repairs, renovations and/or minor additions, which have a life expectancy of at least seven years and costs in excess of \$15,000 but less than the mandated fund balance, to a building and/or facility maintained by the Board of Education. The fund balance shall not exceed the sum of one million two hundred thousand dollars (\$1,200,000) at any time. All funds in excess of one million two hundred thousand dollars (\$1,200,000) are mandated to be immediately returned or deposited to the General Fund balance.

MAJOR BUDGET CHANGES AND COMMENTARY

- Transfers were done in FY 2017-2018 to fund Districtwide Underground Storage Tanks due to the diesel fuel spill at the bus garage.
- Due to a reduced fund balance, project request amounts had to be drastically reduced for FY 2018-2019.

FUNCTION			ACTIVITY		PROGRAM		CODE	
OTHER FUNDS			PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM		3003/31193		5008	
2016-17	2017-2018		EXPENDITURE CLASSIFICATION		2018-2019			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS			DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
1,102,521	744,521	1,208,189	OPENING BALANCE		259,493	259,493		
			ACTUAL/ESTIMATED RECEIPTS					
125,000	125,000	125,000	7032	General Fund Appropriations	125,000	125,000		
50,330			6203	Cancelled PY Encumbrances				
6,122	1,500	8,000	5506	Interest Earnings	2,000	2,000		
324,766	150,000	150,000	5751	Tuition Receipts	200,000	200,000		
65,167	73,500	73,500	5401	School Rental Receipts	73,000	73,000	-	
571,386	350,000	356,500	TOTAL RECEIPTS		400,000	400,000	-	
1,673,907	1,094,521	1,564,689	TOTAL AVAILABLE FUNDS		659,493	659,493	-	
			APPROPRIATIONS:					
15,000	25,000		88957	Painting	50,000	30,000		
	25,000		88959	Carpeting	50,000	30,000		
35,053	25,000		88452	Districtwide Security and Safety	50,000	30,000		
9,711	10,000		88453	Districtwide Furniture Replacement	30,000	20,000		
181,352	50,000		88555	Technology Equipment	65,000	40,000		
101,068	15,000	150,000	88651	System-wide Air Conditioning Installation	25,000	15,000		
	10,000		88851	Athletic Improvements	25,000	15,000		
	25,000		88355	Districtwide Bathroom Renovations	50,000	30,000		
7,425	10,000	14,280	88356	Districtwide Playground Renovations	40,000	25,000		
29,996	20,000	19,958	88152	Districtwide Lighting Improvements	50,000	30,000		
	25,000		88354	Districtwide Corridor/Exterior Doors	25,000	15,000		
50,000	20,000		88754	Arts Facility Modifications	75,000	45,000		
	50,000		88755	JWMS Wing Improvements	100,000	60,000		
28,730	25,000	878,685	88756	Districtwide Underground Storage Tanks	100,000	60,000		
308	25,000	242,273	88757	Districtwide Roof Reserve	100,000	60,000		
7,075	10,000		88758	Districtwide Blacktop/Paving	50,000	30,000		
			88950	Districtwide Vehicles	30,000	20,000	-	
465,717	370,000	1,305,196	TOTAL APPROPRIATIONS		915,000	555,000	-	
1,208,189	724,521	259,493	CLOSING BALANCE		(255,507)	104,493	-	

EXPLANATION

The Health Benefits Fund, an Internal Service Fund, pays for costs associated with providing medical benefits to the Board of Education and Town Government current employees and their families. Receipts include annual contributions from the Board of Education, Town Government (appropriation #941-8220) and Cafeteria Fund budgets. Also, Consolidated Omnibus Budget Reconciliation Act (COBRA) payments from terminated personnel who remain on the Town's insurance for a limited period of time and pay specific rates are accounted for in this fund. Employee co-pays as well as interest earnings are deposited in this fund. Expenses include actual claims, administrative fees and premiums for specific coverages. Blue Cross/Blue Shield (BC/BS) provides the Town, through the Agent of Record, with an expected claim level which is used as a basis of budgeting contributions and expenses.

MAJOR BUDGET CHANGES AND COMMENTARY

Effective March 2011, the Town adopted an ordinance to establish an Other Post-Employment Benefits Trust Fund. Pursuant to Governmental Accounting Standards Board (GASB) 45, the trust shall serve as a means to hold and invest all contributions and assets of the Town's post-employment benefits, other than pension benefits. The trust shall be for the purpose of meeting the long term obligations of the Town regarding benefits provided to certain Town and Board of Education employees, retirees, their spouses and dependents in accordance with provisions for such benefits contained in any agreement between the employees and the Town. Therefore, contributions and costs associated with retiree benefits are no longer included in the Health Benefits Fund.

The cost of the self-insured medical benefits program for Town and Board of Education active participants for FY 2018-2019 is estimated to be \$11 million per figures obtained from the Town's Agent of Record. This represents an increase from the 2017-18 original budget for the Town and the Board of Education of 10% and .9%, respectively. The Town's increase is attributable to claim trends, current market conditions and health care reform. Also the High Deductible Health Plan (HDHP) with a Health Savings Account will become mandatory for all AFSME employees for both the Town and Board of Education effective July 1, 2018. This migration from the current Preferred Provider Organization (PPO) plan to the HDHP is estimated to result in a reduction in the expected claims costs. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$1,741,901. The Town comprises approximately 30% of total health care costs. The Town's contribution totals approximately \$2.9 million, an increase of \$381,655 or 15%.

In accordance with the Health Benefits Funds Memorandum of Understanding executed in 1996, an interim projection of the Board and the Town health benefits cost for the current plan year is calculated by March 20 each year. Based on this calculation, should it be favorable, the Board and/or the Town can reduce their contributions during the remainder of the fiscal year or carry the estimated "credit" forward to the next fiscal year. In addition by October 1, a final reconciliation is conducted of any credit or shortfall for the previous plan year ending June 30th. As noted below from the September 30, 2017 reconciliation for the 2016-17 plan year, the Town and the Board of Education earned a credit of \$331,091 and \$573,205 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2016-17 year.

2016-17 Plan Year	Town	Board of Education
Credit (Deficit)	\$331,091	\$573,205

The Town, per the Agent of Record, maintains a reserve of 20% of expected claims to cover the Town's exposure. In addition, the Agent recommends a reserve for incurred but not reported claims attributable to our plan as of June 30.

FUNCTION			ACTIVITY	PROGRAM	CODE	
OTHER FUNDS			HEALTH BENEFITS FUND	4001/40941	5009	
2016-17	2017-2018		EXPENDITURE CLASSIFICATION	2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
3,965,595	2,490,823	3,539,490	OPENING CASH BALANCE - JULY 1	2,806,450	2,806,450	
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
2,478,852	2,491,046	2,491,046	Town Operations	2,872,701	2,872,701	
5,989,717	6,069,017	5,445,812	Board of Education	6,397,066	6,397,066	
143,455	25,000	172,085	Stop Loss Recoveries and Settlements	75,000	75,000	
14,964	13,000	20,000	Interest Earnings	20,000	20,000	
2,066,254	1,860,689	1,596,769	COBRA & Employee Copays	1,646,901	1,646,901	-
10,693,242	10,458,752	9,725,712	TOTAL RECEIPTS	11,011,668	11,011,668	-
14,658,837	12,949,575	13,265,202	TOTAL AVAILABLE FUNDS	13,818,118	13,818,118	-
			APPROPRIATIONS:			
			Benefit payments:			
2,363,306	3,306,835	3,306,835	Town Claims	3,637,519	3,637,519	
7,681,602	6,031,422	6,031,422	Board of Education/Cafeteria Claims	6,214,910	6,214,910	
1,074,439	1,120,495	1,120,495	Administrative Fees and other costs	1,159,239	1,159,239	-
11,119,347	10,458,752	10,458,752	TOTAL APPROPRIATIONS	11,011,668	11,011,668	-
3,539,490	2,490,823	2,806,450	ENDING CASH BALANCE - JUNE 30	2,806,450	2,806,450	-
2,008,982	1,867,651	1,867,651	RESERVE: 20% of 2018-2019 CLAIMS	1,970,486	1,970,486	-
721,000	746,000	746,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	700,000	700,000	-
2,729,982	2,613,651	2,613,651	TOTAL RECOMMENDED RESERVE	2,670,486	2,670,486	-

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	LAND ACQUISITION FUND		5010

EXPLANATION

The Land Acquisition Fund (Town Code of Ordinances §48-18) was established, pursuant to C.G.S. § 7-131r, so as to permit the acquisition of land and/or development rights for areas identified in the Plan of Conservation and Development and other recreation and conservation planning documents. It is the intent of this provision that the proceeds of the Land Acquisition Fund shall be used for the voluntary purchase of property or development rights for the purpose of preserving open space or for recreational or agricultural purposes.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

FUNCTION			ACTIVITY	PROGRAM	CODE		
OTHER FUNDS			LAND ACQUISITION FUND	3004/34001	5010		
2016-17			2017-2018		2018-2019		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
48,166	48,166	48,166	OPENING BALANCE		48,166	48,166	
			ACTUAL/ESTIMATED RECEIPTS				
			6030	Marcap Open Space Grant			
15,638	-	-	7032	General Fund Appropriations			
15,638	-	-	TOTAL RECEIPTS		-	-	-
63,804	48,166	48,166	TOTAL AVAILABLE FUNDS		48,166	48,166	-
			APPROPRIATIONS:				
			88040	Open Space Appraisals			
15,638	-	-	88227	Open Space Land Acquisition	-	-	-
15,638	-	-	TOTAL APPROPRIATIONS		-	-	-
48,166	48,166	48,166	CLOSING BALANCE		48,166	48,166	-

APPENDICES

- A. Standard Account Definitions
- B. Summary of Accounting Policies
- C. Budgeting and Budgetary Control
- D. Schedule of Long-Term Debt
- E. Town of Newington Budget Calendar
- F. Summary of Full-time and Part-time Personnel
- G. Summary of Undesignated, Unreserved Fund Balances
- H. Miscellaneous Statistics

APPENDIX A

TOWN OF NEWINGTON

STANDARD ACCOUNT DEFINITION AND EXPLANATION

Personal Services

8101 Full Time

Covers all full time town employees. Employees are reported by classification.

8102 Overtime

Covers all overtime used by full time employees.

8103 Part Time

Covers part-time employees who are not assigned to seasonal activities. Stenographic work done for boards and agencies is included in this category.

8104 Seasonal

Covers part-time employees who are assigned to seasonal activities. Part-time snow removal and summer recreation workers are included in this category.

8105 Longevity

Covers payments of longevity to qualified full time employees.

8108 Education Incentive

Covers education incentive payments per Police Union contract.

8110 Fringe Benefits

Provides for fringe benefit costs of positions which are covered by grants that require separate accounting. Payment to firefighters deferred compensation fund.

8112 Injury Compensation

Provides payment, at workers compensation rates, for "line of duty" injuries during the initial disablement period not covered by workers compensation, if not compensated from other sources.

Contractual Services

8201 Public Notification

Publication of legal notices and other advertising.

8202 Dues and Subscriptions

Memberships in societies and associations, subscriptions to magazines and other publications. Purchase of individual copies of publications is coded 8310. Includes periodicals acquired by the Library for public circulation.

8203 (Travel and) Transportation

Includes mileage, public transportation, lodging, meals and other expenses connected with official travel inside or out of town, but not travel to conferences or professional meetings which is coded 8204.

8204 Conferences, Meetings and Training

Travel expenses, meals, registration fees, tuition and other expenses connected with the attendance of conferences and meetings devoted to professional development, and with enrollment in, and attendance at training and educational courses. This also includes the cost of bringing in persons for the purpose of training Town personnel. For annual professional conferences of more than one day, all expenses, except travel and registration fees, are covered by a per diem allotment.

8205 Postage and Shipping

Cost of transportation of equipment received, disposed of, or otherwise transported, by or for the Town. This includes contract trucking. Minor shipping charges billed as part of the cost of acquisition are not included here.

8206 Utilities

Charges for electricity, natural gas, water service available for the Town on a continuous basis. Telephone service is separately classified 8208.

8207 Clothing Allowance or Tool Allowance

Allowances paid to Town employees to offset the cost of uniforms and special clothing paid for by employees. Or, in Vehicles and Equipment, allowance paid to Town mechanics to offset the cost of tools paid for by employees.

8208 Telephone

Charges for telephone and similar communications services provided for the Town.

8209 Uniform Rental and Cleaning

Rental or other charges for laundering, dry cleaning, towel service and clean rag service. Actual purchase of towels, paper towels, rags and other cleaning material are coded 8305.

8210 Equipment Rental

Rental costs for equipment rented for Town use.

8211 Facilities Rental and Storage

Rental of land, buildings, office space and storage space. Uniform rental should be charged to 8303. Equipment rental should be charged to 8210.

8212 Equipment Maintenance

The cost of repair work done on furniture or equipment (except motor vehicles, which is included in 8214) by outside forces. Maintenance contracts are included. Charges for replacement parts that include labor for installation should be included in this category.

8213 Facilities Maintenance

The cost of repair work done on buildings, pools, stadiums or other property (except equipment) by outside forces. Maintenance contracts are included. Charges for materials that include labor for installation should be included in this category.

8214 Motor Vehicle Maintenance

Repairs to passenger vehicles, trucks, tractors and other self-propelled equipment by outside forces. Maintenance or service contracts are included. Charges for replacement parts that include labor for installation should be included in this category. Washing and polishing cars and other routine maintenance are included here.

8216 Printing and Binding

All types of printing expenses including printing of office forms done by outside concerns. Includes the repair of existing books and related materials, the binding of tax rate books, etc.

8217 Consultants, Special Contractors and Fees

Cost of professional and other services by persons other than Town employees. Examples are fees for legal, medical planning and engineering services, consultants, court and notary services.

8218 Contributions and Subsidies

Payments made representing the Town's share of a public or quasi-public institution, enterprise or organization (museum, historic landmark, etc.). Also subsidies paid to groups sponsoring public events, celebrations and activities (baseball and football leagues, parades, pageants, etc.)

8219 Hydrants

All expenses related to hydrants. Includes MDC installation and rental charges.

8220 Other Contractual Services

Includes services of all types not properly chargeable against any of the other contractual service accounts. Charges for central services obtained from other Town department such as duplicating, photostating and postage are coded 8301.

8221 Higher Educational Support

Provides for tuition reimbursement for job-related higher education costs per various Union contracts. All other types of employee education programs should be included in Conferences, Meetings and Training (8204).

8222 Data Services

Cost of outside computer data services.

8224 Elderly Tax Relief

Costs directly associated with the Elderly Tax Relief Program.

8225 Special Needs

Financial assistance to eligible recipients who do not meet state income guidelines. Direct payment may include food, shelter, transportation or utilities at the discretion of the Human Services Department.

8226 Adventure Based Challenge Course

Costs directly associated with the Human Services Department's Adventure Based Challenge Course.

Materials and Supplies

8301 Office Supplies

Paper, forms, pens and pencils, computer paper, PC diskettes, ink and other expendable supplies used in the operation of an office. This includes supplies for typewriters, adding machines and office duplicating and copying machines (not cameras). Charges from outside firms for printing office forms are coded 8216. Charges for central services obtained from other Town departments such as duplicating, photostating and postage are included here.

8302 Technical Supplies

Cost of supplies peculiar to the using department or division, generally bearing the same name as the using division. This code used by the Health Department refers to medical materials and supplies; in Parks and Recreation it refers to recreation materials and supplies, and so on. Supplies not peculiar to the using department or division which are not properly chargeable elsewhere should be coded 8310 (example: medical supplies used by Parks and Recreation).

8303 Uniforms and Clothing

Purchased or rented clothing and related equipment worn by Town employees.

8304 Agricultural Supplies

Includes trees and shrubs, seed, fertilizer, insecticide, topsoil and other materials necessary for the landscaping or the cultivation of plants. This does not include farming or gardening tools, which are coded 8302 or 8310.

8305 Cleaning Supplies

Soaps, detergents, disinfectant, cleaning solutions, waxes, mops, brooms, buckets and other expendable cleaning supplies. Purchase of more permanent cleaning equipment (such as a polishing machine) is coded under 8400 (capital outlay). Repair parts for cleaning machines are coded 8307.

8306 Construction and Maintenance Materials

Include materials used in road building, maintenance and other construction, including lumber, plumbing and electrical fixtures, sewer pipe, cement, asphalt, sand, gravel and other street surfacing materials. Also included are winter maintenance chemicals.

8307 Equipment Parts

Parts for all types of equipment, including motor vehicles, that the Town installs. This includes parts that may be ordered for stock as well as parts ordered for the immediate repair of a specific piece of equipment. Charges for parts that include labor for installation or repair should be coded 8212 or 8213 or 8214 depending on the type of equipment.

8308 Fuel

Cost of coal, fuel oil, and other types of fuel used for heating or cooking. Electricity and natural gas are coded 8205. Fuel used in motor vehicles is coded 8309.

8309 Motor Fuel and Lubricant

Gasoline, diesel fuel, motor oil, grease and other fuel or lubricant used in the operation of motor vehicles or other motor equipment. This includes fuel used in stationary motors, such as generators.

8310 Other Materials and Supplies

All materials and supplies not otherwise classified above. This includes food, toilet articles, tools, photographic supplies (not for office copying machines, coded 8301), first aid supplies, books, pamphlets and magazines, paint and refrigeration supplies.

Capital Outlay

8401 Public Circulation Material

The Library would code books, periodicals and audiovisual materials for public circulation under this heading.

8402 Technical Equipment

Capital equipment peculiar to the using department or division, generally bearing the same name as the using division (see explanation for code 8302). For example, for Elections, it could include the cost of a voting machine. Technical equipment could also include the cost of specialized computer software for a department. Building maintenance equipment, however, regardless of the using department is coded 8407.

8403 Passenger Cars

Self-propelled vehicles normally carrying passengers, or light equipment, such as sedans and station wagons.

8404 Trucks and Tractors

Self-propelled vehicles used mainly for carrying, hauling or pulling loads or equipment.

8405 Construction and Maintenance Equipment

Equipment, whether self-propelled, towed or stationary, used in construction, repair or general maintenance including equipment attached to trucks or other vehicles. Includes equipment used for street and sewer maintenance and repair, vehicle repair, snow removal and grounds maintenance. Portable generators and pumps are included if related to the above, but not equipment used in building maintenance (8407).

8406 Office Equipment

Office furniture, equipment and machinery used in office operation. Includes desks, files, chairs, cabinets, typewriters, adding and accounting machines, voting machines and data processing equipment. Library furniture is also included.

8407 Building Equipment

Equipment that is part of a building or used in maintenance of a building (other than office equipment). Includes boilers, furnaces, generators, pumps, valves, partitions, electrical fixtures and similar equipment.

8408 Building Improvements

Includes the cost of improvements, of a permanent nature, to Town buildings and offices. (Expenditures for nonrecurring building improvements costing more than \$25,000, instead, are to be budgeted in the Capital Improvements Plan budget).

8409 Other

All expenses of a capital nature which do not fall into any of the above categories.

Transfers to Other Funds

8501 Transfers to Capital and Non-Recurring Expenditures Fund

Includes contributions or transfers from the General Fund to this capital fund. Also includes contributions from the General Fund to the Equipment Reserve accounts within this fund.

8502 Transfers to Public Building Fund

Includes contributions or transfers from the General Fund to this capital fund.

8503 Transfers to Public School Capital Improvements Projects Reserve Fund

Includes contributions or transfers from the General Fund to this capital fund, as required by Town ordinance.

8511 Transfers to Recreation Fund

Includes contributions or transfers from the General Fund to this special revenue fund.

8512 Transfers to Employee Leave Liability Reserve Fund

Includes contributions or transfers from the General Fund to this special revenue fund, as required by Town ordinance.

8513 Transfers to Insurance Reserve Fund

Includes contributions or transfers from the General Fund to this special revenue fund, if needed to maintain the minimum fund balance as required by Town ordinance.

8521 Transfers to Volunteer Ambulance Fund

Includes contributions or transfers from the General Fund to this trust fund, a retirement plan established by ordinance for the Town's volunteer ambulance personnel.

APPENDIX B

SUMMARY OF ACCOUNTING POLICIES

1. General

The Town of Newington was incorporated July 10, 1871. The Town operates under a Council-Manager form of government and provides the following services as authorized by its charter: public safety (police and fire); culture and recreation; street reconstruction and maintenance, health and social services; education; sanitation; planning and zoning; and general administrative services.

2. Fund Accounting

The operations of the Town are organized on the basis of funds and account groups, each of which is considered to be a separate fiscal and accounting entity. The accounts are maintained in accordance with the principles of fund accounting. Descriptions of the Town's funds and account groups are as follows:

* Governmental Fund Types - those through which most governmental functions of the Town are financed. The acquisition, use, and balances of the Town's expendable financial resources and related liabilities are accounted for through governmental funds. The following are the Town's governmental type funds.

- General - The General Fund is the general operating fund of the Town government. All unrestricted resources except those required to be accounted for in another fund are accounted for in this fund.

- Special Revenue - Special Revenue Funds are used to account for proceeds of special revenue sources (except for trust funds, or major capital projects) that are legally restricted to expenditure for specific purposes. The Town's special funds include:

Cafeteria Fund (Educational)	Cemetery Fund
State & Federal Grants (Educational)	Recreation Programs Fund
Dog License Fund	Employee Leave Liability Fund
Local Capital Improvement Program Fund	Balf Fund
Small Cities Fund	Miscellaneous Grants Fund
Human Services - Needs & Donations	Volunteer Firefighter's Fund
Volunteer Ambulance Fund	Student Technology Insurance Fund
Scholarship Trust Fund	Board of Education Non-Lapsing Fund
Road Aid Maintenance Fund	

- Permanent Fund Types – Permanent Funds are used to account for trust funds in which only the trust income may be expended. They are accounted for on an accrual basis. The Town's permanent funds are the Cemetery Trust Fund, Hubbard (Library) Book Fund, and the Tri-centennial Fund.

- Capital Projects - The Capital Projects Funds are used to account for financial resources used for the acquisition and/or construction of major capital facilities. Control over each project is achieved by the constraints imposed by each project's authorization. The Capital Projects Fund includes the Capital and Non-recurring Expenditures Fund, the Public Building Fund, the Land Acquisition Fund and the Public School Capital Improvements Reserve Fund. The Equipment Reserve account is part of the Capital and Non-Recurring Expenditures Fund.
- * Proprietary Fund Types – are used to account for operations that are organized to be self-supporting through user charges. The Town has an internal service fund to account for the self-insurance activities related to providing health benefits to its current employees and the Insurance Reserve Fund.
- * Fiduciary Fund Types - are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, or others. The Town's fiduciary funds are:
 - The Pension Trust Fund is used to account for the accumulation of resources to be used for future retirement benefits for Town personnel except Newington teachers who belong to a State-administered pension plan. The Town's pension trust fund includes the Municipal Employees Fund, the Police Pension Fund, the Administrative Retirement Fund, and the Volunteer Firefighters Pension Fund.
 - Other Post Employment Benefit Fund is used to account for the accumulation of resources and activities related to providing health benefits to its retired employees.
 - Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Agency Funds include Student Activity (accounts for the various student activities and clubs in the Town's schools) and Youth Activity.

3. Basis of Accounting

The Governmental, and Agency Funds follow the modified accrual basis of accounting whereby revenues are recognized in the accounting period in which they become both measurable and available to finance operations of the fiscal period. The major sources of revenue that are recognized under the modified accrual basis are property taxes and funds received from the State of Connecticut and the Federal government. Expenditures are recognized in the accounting period in which the fund liability is incurred.

The Proprietary Fund Types and Fiduciary Fund Types follow the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred.

APPENDIX C

BUDGETING AND BUDGETARY CONTROL

1. General

At least 105 days before the end of the fiscal year, the Town Manager submits to the Town Council a proposed budget for the ensuing fiscal year beginning July 1. The proposed budget includes proposed expenditures and estimated revenues. Two public hearings are held on the budget; the first one within 15 days of the Town Manager's budget submission, and the second one within 30 days of the first hearing. The Town Council adopts the budget by a majority vote of all its members. The Town Council is legally required to adopt a budget for the General Fund and the Special Revenue Funds. If the Council fails to adopt the budget within ten days after the second public hearing, the Town Manager's proposed budget becomes the Town's budget.

Budgetary control is maintained by an encumbrance system. All purchases, except certain services as outlined in the Town's Purchasing Manual, require a purchase requisition and a purchase order. In addition, the Town Manager requires that purchases over \$2,500 require evidence that quotations were received and that the lowest bidder, consistent with quality, was selected. Town Charter requires formal competitive bids for expenditures of \$30,000 or more. Funds are recorded as encumbered when the purchase order is issued and expenditures are recorded when the Town issues a check or incurs a liability.

The Town Manager may transfer appropriations from one classification to another within the same department, except within the Board of Education, when the Manager deems it necessary for the proper administration of the Town. During the last six months of the fiscal year, the Town Council may transfer any unencumbered appropriation, except within the Board of Education, provided that the resolution making the transfer includes the certification of the Director of Finance that the balance of the appropriation is free of encumbrances. The Town Council may make a special appropriation provided that the resolution is \$375,000 or less and that the Director of Finance certifies that the amount to be appropriated is unencumbered and unappropriated in the Town's treasury. Special appropriations between \$375,001 and \$975,000 require a Town ordinance. Special appropriations of \$975,001 or more require a Town referendum.

All unencumbered appropriations lapse at year-end, except in the Capital Projects Fund where appropriations are continued until completion of applicable projects, which often last more than one fiscal year. Budgetary control in the Capital Projects Fund is achieved by the constraints imposed by the project authorization or grant awards to these funds.

The Town's budgeting system for the general fund and special revenue fund requires accounting for certain transactions to be on a basis other than generally accepted accounting principles (GAAP basis). The major difference between a budget and a GAAP basis is that on a budget basis encumbrances are recognized as a charge against a budget appropriation in the year in which the purchase order is issued and, accordingly, encumbrances outstanding at year-end are recorded in budgetary reports as expenditures in that year; whereas, on a GAAP basis, encumbrances at year-end are recorded as assignments of fund balance.

2. Town Charter (as revised 12/6/2012) Financial and Budget Provisions

ARTICLE VIII. FINANCIAL PROVISIONS

§ C-801. Fiscal Year.

The fiscal year of the Town shall be the Uniform Fiscal Year as defined by the Connecticut General Statutes.

§ C-802. General Form of Budget Preparation.

The Manager may, or at the request of the Council shall, require each department, office or agency of the Town supported wholly or in part by Town funds, or for which specific Town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Manager may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing fiscal year.

§ C-803. Departmental Estimates.

The Manager shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the Town as described in § C-802 shall, at least 150 days before the end of the fiscal year, except the Board of Education which shall, at least 120 days before the end of the fiscal year, file with the Manager on forms prescribed and provided by the Manager's office a detailed estimate of the expenditures to be made by said department, office or agency and the revenue, other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or by the Manager. Each commission, board, department and office shall be entitled to an opportunity to be heard by the Manager with respect to its estimates.

§ C-804. Duties of the Manager on the Budget.

Not later than 105 days before the end of the fiscal year, the Manager shall present to the Council the proposed budget for the ensuing fiscal year for all commissions, boards, departments and offices, including the Board of Education, such budget hereinafter referred to as the Manager's Proposed Budget. At the time of its submission to the Council, the Manager shall file a copy in the office of the Town Clerk as a public record and a copy on the website and within 10 days thereafter shall cause sufficient copies of the proposed budget, including the Board of Education budget, to be prepared in order that they may be available to interested persons.

§ C-805. Duties of the Council on the Budget.

A. The Council shall hold two public hearings at which any elector or taxpayer may have the opportunity to be heard regarding appropriations for the ensuing fiscal year. The first such hearing shall be held not later than 15 days following the presentation of the proposed budget of the Manager. The Council, at least five days prior to the aforementioned first public hearing, shall cause to be published on the website and in a newspaper having circulation in the Town a notice of such public hearing and a summary of said Manager's Proposed Budget showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the same form as prescribed for the budget estimates in § C-803, and shall also show the amount proposed to be raised by taxation. After consideration of the budget and within 30 days after holding the first public hearing, the Council shall hold the second public hearing. The Council, at least five days prior to the aforementioned second public hearing, shall cause to be published on the website and in a newspaper having circulation in the Town, a notice of such public hearing and summary of the tentative Town budget which it proposed to adopt in the same form as prescribed herein for publication of the Manager's Proposed Budget. Within 20 days after holding such second public hearing, the Council shall complete its consideration of the budget, and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members. The Council shall simultaneously fix the tax rate in mills which shall be levied on taxable property in the Town for the ensuing fiscal year. In the event the Council shall fail to adopt the Town budget on or prior to the date provided, the

Manager's Proposed Budget as submitted to the Council shall be deemed to have been finally adopted by the Council as the Town budget, and thereafter expenditures shall be in accordance with said budget. In the event the Council shall fail to fix the tax rate on or prior to the date prescribed, the Manager shall fix said tax rate in mills.

- B. In accordance with the Connecticut General Statutes, the Council shall be deemed to be the budget-making authority and the legislative body of the Town and shall have all the powers and duties contained in said statutes for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

§ C-806. Effect of Adoption of Town Budget.

The adoption of the Town budget shall constitute the appropriation to each commission, board, office and department, or major subdivision thereof when so indicated in the budget, of the sum estimated in the budget to be expended by each unit respectively, except that the Board of Education shall have the authority to expend the total sum appropriated to it in accordance with the Connecticut General Statutes.

§ C-807. Special Appropriations.

The Council may appropriate subject to the limitations imposed in Article IV, § C-408, of this Charter, any unappropriated and unencumbered balance in the Town treasury, provided there shall be attached to the resolution or ordinance making such appropriation the certificate of the Director of Finance that such balance actually exists free from encumbrances.

§ C-808. Transfer of Appropriation.

The Manager may at any time transfer any unencumbered appropriation balance or portion thereof from one classification to another within the same department, office or agency, except within the Board of Education. The Council may transfer the whole or any part of the unencumbered balance of any appropriation, except the appropriation of the Board of Education, to any other purpose which the Council may legally appropriate money, provided that such a transfer may be made from budget appropriations only in the last six months of the fiscal year and that there shall be attached to the resolution making the transfer the certificate of the Director of Finance that such balance exists free from encumbrances. Transfers among any capital project funds may occur at any time and are not subject to the six-month limitation stated above.

§ C-809. Effect of Appropriation.

No money from any Town fund, including but not limited to the general fund, shall be expended or obligated for any expenditure incurred by any commission, board, department or office of the Town except in accordance with an appropriation by the Council. No contract, work order, purchase order or other authorization to spend money by any commission, board, department or office, except the Board of Education, shall be valid until the Director of Finance certifies in writing that there is an unexpended and unencumbered balance of an appropriation sufficient to meet the estimated cost thereof. The Director of Finance after such certification shall immediately encumber the appropriation with the estimated cost. The Board of Education shall set up its own system of budgetary control and certification of the sufficiency of unexpended and unencumbered balance of an appropriation.

§ C-810. Lapse of Appropriation.

The unencumbered balance of all general fund appropriations shall lapse at the end of the fiscal year for which they were made, and any such balance shall be credited to the general fund.

§ C-811. Borrowing to Meet Emergency Appropriations.

In the absence of unappropriated funds to meet emergency appropriations under the provisions of Article IV, § C-408, of this Charter, the Council may by resolution authorize the issuance of notes, each of which shall be designated "Emergency Note" and may be renewed from time to time,

but all such notes of any fiscal year and any renewals thereof shall be paid not later than the last day of the fiscal year next succeeding the fiscal year in which the emergency appropriation was made.

§ C-812. Notes Redeemable Prior to Maturity.

No notes shall be made payable upon demand. Any note may be made subject to redemption prior to maturity on such notice and at such time as may be stated in the note.

§ C-813. Competitive Bidding.

- A. The Council, the Board of Education, and the Library Board shall each establish rules and regulations covering purchases of goods and services for the Town, schools, and library respectively. Sealed bids or proposals shall be invited by the respective purchasing authority for any purchase or contract for purchasing, including a continuing order for contract for the purchase of the same commodity or services over a period of one year involving the expenditure of \$30,000 or more. Invitation for sealed bids or proposals shall be by giving 10 days public notice thereof by publication at least once in one newspaper having a circulation in the Town and by posting on the Town bulletin board and on the website.
- B. Sealed bids or proposals shall not be required for professional services when professional requirements or ethics prohibit such bidding, or when the Council, the Board of Education, or the Library Board shall determine, for reasons expressly stated, that sealed bids or proposals for a matter before that body are unnecessary or not in the best interests of the Town.
- C. The purchase or contract shall be let to the lowest responsible bidder, or all bids or proposals shall be rejected. All sealed bids or proposals shall be opened publicly and shall be kept for a period of one year thereafter in the office of the Purchasing Agent or the Board of Education or the Library Board, as applicable, where they shall be available for public inspection.
- D. During a state of emergency, the procurement of a competitive bid may be waived by the Town Manager to address issues of public health, safety and welfare.

§ C-814. Contracts for Public Works.

Contracts for the construction of streets, sewers, Town and school buildings and other public works with any private contractor shall be made in accordance with relevant provisions of the Connecticut General Statutes and under such rules and regulations as may be established by the Council or the Board of Education, whichever has jurisdiction. However, on any contract involving the expenditures of \$30,000 or more, sealed bids or proposals shall be invited and 10 days public notice given thereof by publication at least once in one newspaper having circulation in the Town, and by posting on the Town bulletin board and on the website, unless the Council or the Board of Education or Project Building Committee, whichever has jurisdiction, shall determine for reasons which it shall expressly state that sealed bids are not in the best interest of the Town. The purchase or contract shall be let to the lowest responsible bidder, or all bids or proposals shall be rejected. All sealed bids or proposals shall be opened publicly and shall be kept for a period of one year thereafter in the office of the Purchasing Agent or the Board of Education where they shall be available for public inspection.

§ C-815. Payments of Claims.

Payrolls, bills or other claims against the Town, except those of the Board of Education, shall not be paid until the same have been verified for correctness and legality by the Director of Finance, and all payments shall be made by check drawn on a Town bank account signed by the Town Treasurer and countersigned by the Manager. All payrolls, bills or other claims against the Board of Education shall be verified as such Board may provide, and payment shall be made by check signed by an agent designated by the Board of Education and countersigned by the Town Treasurer who shall only serve in this role to verify the amount of funds to cover such payments. The Manager and the Treasurer, on approval of the Council and the Board of Education shall each designate a deputy or deputy agent covered by the bond of said principal, who may sign or countersign certificates, payrolls, bills, claims and checks.

§ C-816. Fees Collected by Town Officials and Employees.

All fees collected by officials and employees of the Town in their official capacities shall be paid into the Town treasury, except witness fees payable to police officers and fees payable to Constables and Justices of the Peace.

§ C-817. Official Bonds.

The Manager, Town Clerk, Director of Finance, agent of the Town deposit fund, Revenue Collector, Building Official and persons authorized to sign and countersign Town checks and such other officials and employees as may be determined by the Council, shall before entering on their respective duties, execute to the Town, in the form prescribed by the Council and approved by the Town Attorney, and file with the Town Clerk, a surety bond or other adequate insurance to be fixed by the Council, conditioned upon the honest and faithful performance of such official duties. The Council, if it deems it to be in the best interest of the Town, may prescribe a name schedule bond, schedule position bond or blanket bond, or may designate which commissions, boards, departments, offices and agencies shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town.

§ C-818. Penalties for Violation of any Provision of this Charter.

Any person or persons who make or cause to be made any payment from Town monies in violation of the provisions of this Charter, or who receive such payment shall be jointly and severally liable to the Town for the full amount of such payment. Any contract, verbal or written, made in violation of this Charter shall be null and void. Any person or employee of the Town who violates any of the provisions of this Charter shall be subject to a penalty in such amount as shall be determined by ordinance, and such a violation may be grounds for removal.

§ C-819. Annual Audit.

The Council shall cause an audit of the Town accounts, including those of the Board of Education, to be made once a year, or more often if deemed necessary, by the Town Auditor as provided for in Article VI, § C-609. The report of such audit shall be public record and available for public inspection.

APPENDIX D-1
 NEWINGTON'S LONG-TERM DEBT SCHEDULE
 ANNUAL PRINCIPAL PAYMENTS ON EXISTING SERIAL BONDS

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II \$4,965,700 Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II \$4,844,300 Issued 2/2013 1.58% true interest cost	Total Principal Payments
2019	\$275,000	\$420,000	\$695,000
2020	\$273,000	\$417,000	\$690,000
2021	\$267,000	\$408,000	\$675,000
2022	\$263,000	\$402,000	\$665,000
2023	\$257,000	\$393,000	\$650,000
2024	\$251,000	\$384,000	\$635,000
2025		\$185,000	\$185,000
2026			\$0
TOTALS	\$1,586,000	\$2,609,000	\$4,195,000

Note: Figures above include serial bonds outstanding as of July 1, 2018.

APPENDIX D-2
 NEWINGTON'S LONG-TERM DEBT SCHEDULE
 ANNUAL INTEREST PAYMENTS ON EXISTING SERIAL BONDS

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Total Interest Payments
	\$4,965,700	\$4,844,300	
	Issued 2/2013	Issued 2/2013	
	1.58%	1.58%	
	true interest cost	true interest cost	
2019	\$34,421	\$56,660	\$91,081
2020	\$26,342	\$43,889	\$70,231
2021	\$20,880	\$35,552	\$56,432
2022	\$15,536	\$27,395	\$42,931
2023	\$10,269	\$19,362	\$29,631
2024	\$5,113	\$11,518	\$16,631
2025		\$3,931	\$3,931
2026			\$0
TOTALS	\$112,561	\$198,307	\$310,868

Note: Figures above include serial bonds outstanding as of July 1, 2018.

APPENDIX E

TOWN OF NEWINGTON'S BUDGET CALENDAR 2018-2019

On or about

October 27, 2017	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
October 27, 2017	Budget request forms submitted to department heads for ensuing FY operations.
November 17, 2017	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 3, 2018	Department heads finalize their budget requests and submit to Town Manager.
Month of January	Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.
January 31, 2018	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
February 28, 2018	Budget submitted to Town Council.
March 5, 2018	Town Manager makes formal budget presentation to Town Council and gives overview.
March 13, 2018	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 20, 2018	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Month of March, 2018	Town Council holds budget work sessions.
April 3, 2018	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 16, 2018	Town Council adopts budget.
July 1, 2018	Beginning of new fiscal year. First installment of the tax bill is due.

APPENDIX F

TOWN OF NEWINGTON SUMMARY OF FULL-TIME AND PART-TIME PERSONNEL FISCAL YEAR 2018-19

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2015-2016	2016-2017	2017-2018	2018-2019	2015-2016	2016-2017	2017-2018	2018-2019
GENERAL GOVERNMENT								
Town Manager	4.4	5	5	5				
Elections					1.2	1.2	1.2	1.2
Finance	11	11	11	11	0.8	0.9	0.4	0.4
Town Clerk/Records	2	2	2	2	0.5	0.5	0.5	0.5
General Services	9	9.5	10	10	1	1	1	1
PUBLIC SAFETY								
Police	63	64	65	65	1.5	1.5	1.5	1.5
Fire	2	2	2	2	0.5	0.5	0.5	0.5
PUBLIC WORKS								
Engineering	3.5	3.5	3.5	3.5	0.1	0.1		
Highway	22	22	22	22	0.3	0.5	0.5	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
COMMUNITY PLANNING & DEVELOPMENT								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5	0.3	0.3	0.3	
Economic Development								
COMMUNITY SERVICES								
Human Services	6	6	6	6	0.9	0.9	1	1
Senior and Disabled Center	7	7	7	7	3.3	3.1	3.5	3.5
PUBLIC LIBRARY								
Operations	14	14	14	14	10.8	10.2	10.2	10.2
PARKS & RECREATION								
Administration	5	5	5	6		0.5		
Grounds Maintenance	14	14	14	14	1.1	0.8	1.1	1.2
TOTAL PERSONNEL	168.4	170.5	172.0	173.0	23.2	22.9	22.6	22.4

APPENDIX G
TOWN OF NEWINGTON
SUMMARY OF UNASSIGNED FUND BALANCE

	June 30, 2017 <u>Per Audit</u>	June 30, 2018 <u>Estimated</u>	June 30, 2019 <u>Projected</u>
General Fund Balance:			
Fund Balance	\$16,620,983	\$14,620,983	\$13,620,983
LESS: Assigned to Subsequent Fiscal Year	<u>2,000,000</u>	<u>1,000,000</u> *	<u>1,250,765</u>
Unassigned Fund Balance	14,620,983	13,620,983 **	12,370,218
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)		<u>12,068,505</u>	<u>12,370,218</u>
Remaining Projected Unassigned Fund Balance (i.e. Available for future appropriation)		1,552,478	0

*/ Equals the amount of fund balance applied to the FY 2018-19 budget.

**/ Estimated unassigned fund balance equals 11.3% of the FY 2018-19 Budget, or approximately 6 weeks of the Town's average expenditures.

DEFINITIONS:

The equity of the fund financial statements is defined as "fund balance" and is classified in the following categories:

Assigned Fund Balance - For the General Fund this includes amounts constrained for the intent to be used for a specific purpose by Town Council or a governing board/ body/official that has been delegated authority to assign amounts by the Town Charter.

Unassigned Fund Balance - This represents fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance. In recent years, Newington has maintained a balance of between 10% of General Fund expenditures as a financial cushion against unplanned circumstances affecting the Town's revenues or expenditures.

SOURCE: Town of Newington, Comprehensive Annual Financial Report

APPENDIX H
TOWN OF NEWINGTON
MISCELLANEOUS STATISTICS
December 31, 2017

GENERAL INFORMATION

Incorporated:	1871
Settled:	1678
Form of Government:	Council-Manager
Chief Elected Official:	Mayor
Chief Administrative Officer:	Town Manager
Area of Town:	13.2 square miles
2010 Estimated Population:	30,562

ELECTIONS

Town Elections:	Odd years	
Town Council (members + Mayor)		9
Board of Education (members):		9
Board of Fire Commissioners:		3
Registrars of Voters:		2
Registered Voters (Active) as of 11/2017:		18267
Republicans	3454	
Democrats	7,345	
Minor Parties	292	
Unaffiliated	7,176	

TAX STRUCTURE 2017-18

10/1/16 Net Grand List:	2610601359
10/1/16 Net Supplemental List:	\$34,668,669
Mill Rate:	\$37
Assessment Ratio:	0.7
Last Revaluation:	4227800%

EDUCATION

Total Classroom Teachers	362
Public School Enrollment (Oct 2017):	4050.0
Teacher/Pupil ratio:	11
2017-18 Appropriation per Pupil:	17380.2

PUBLIC SAFETY - POLICE

# of Police Stations:		1
# of Police Districts:	5-9	
# of Police Officers:		
Police Chief	1	
Dispatchers	7	
Police Officers	50	
# of Vehicles:		45

Elementary Schools (PK-4):	4
Students (Oct 2017)	1299

Middle Schools (5-8):	2
Students (Oct 2017)	1140

High School (9-12):	1
Students (Oct 2017)	1100

Special Education	
Students (Oct 2017)	511

PUBLIC SAFETY - FIRE PROTECTION

# of Fire Companies:		4
# of Volunteer Firefighters:		110
# of Vehicles:		20

PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES

# of Volunteers (average):		56
# of Ambulances:		4

FULL-TIME EMPLOYEES (2017-18)

Town General Government:		172
Board of Education (Full-Time Equivalents):		
Certified Teachers	362	
Certified - Administration	21.0	
Total Certified	383.0	
Classified Personnel (clerical, custodial, transp.)	132.0	
	<u>515</u>	
Total		<u>687.0</u>